CITY OF MEMPHIS

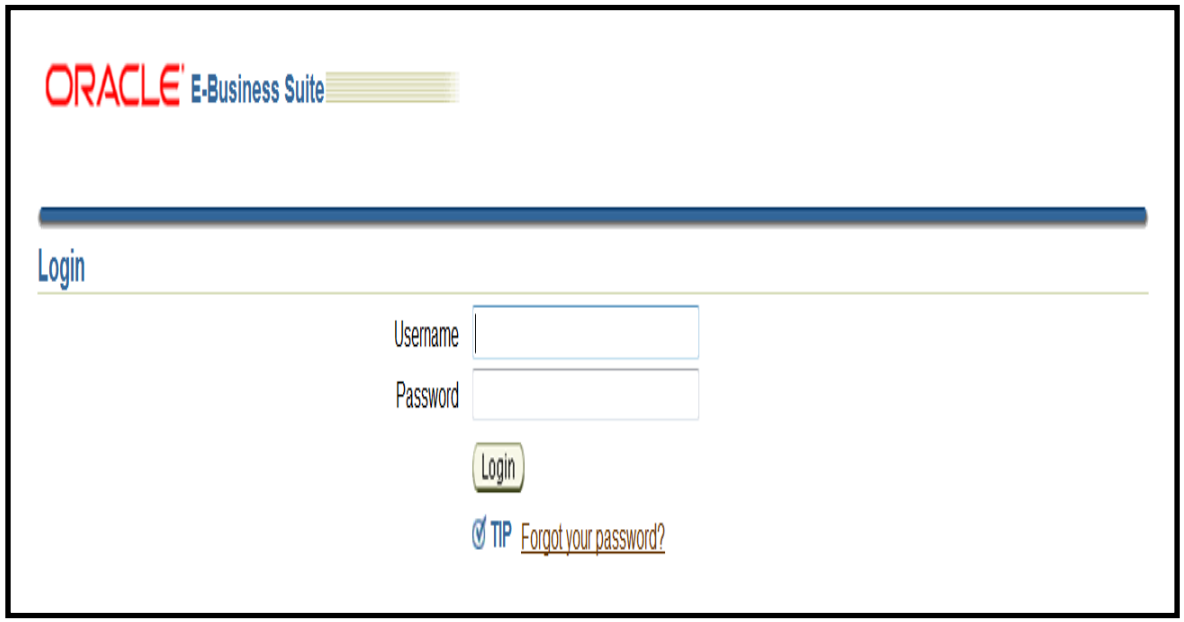
ORACLE MANAGER SELF-SERVICE TRAINING

Sept 24 – Oct 12, 2012

1	Training Objectives The Three Laws of the System Intro to CMEM E-Business Suite
2	CMEM Employee Self-Service
3	CMEM Manager Self-Service
4	Self-Service Manager Approval
5	HRSS Training Exercise

City Of Memphis

Oracle Self-Service Training



CMEM Employee Self-Service

Presented by CMEM Human Resources Division

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Training Objectives

After completing this training, you should be able to do the following:

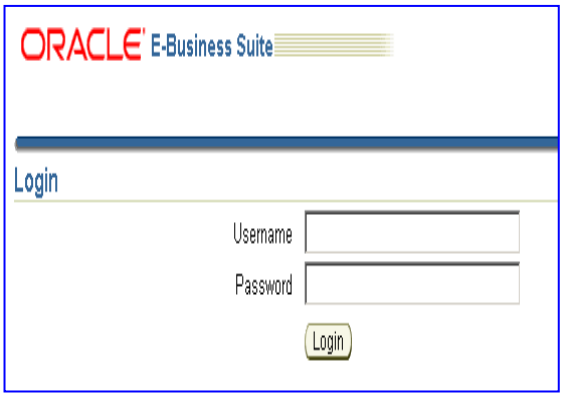
- **Understand how the Human Resources system works**
- **Learn the "Three Laws" for the new system**
- **Recognize what information can be viewed and updated**
- **Perform hands-on activities on the computer**

Benefits of the Human Resources Oracle System:

The new system will allow employees to review and update personal information.

Employees will be able to access **the new system** from any computer in the office.

Managerial employees can approve paperwork online using **the new system**



The Three Laws of Oracle Self-Service

1. **Do not use the "Internet Browser Back Button"**

2. **Do not enter "Post Office Box Addresses"**

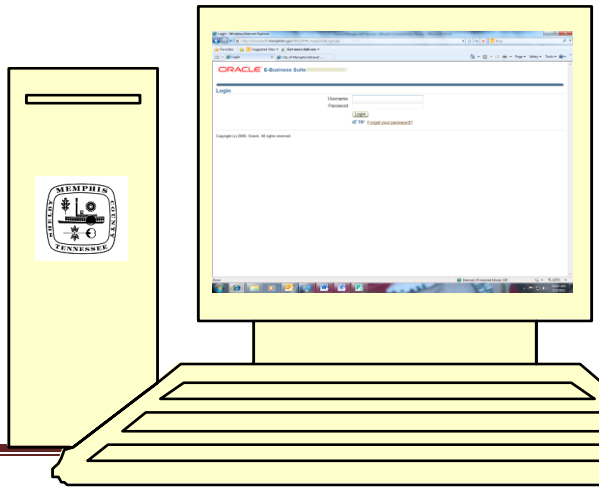
3. **Managers – If an action is rejected "Enter the Reason"**

Alternative # 1: Using any CMEM computer connected to the Internet

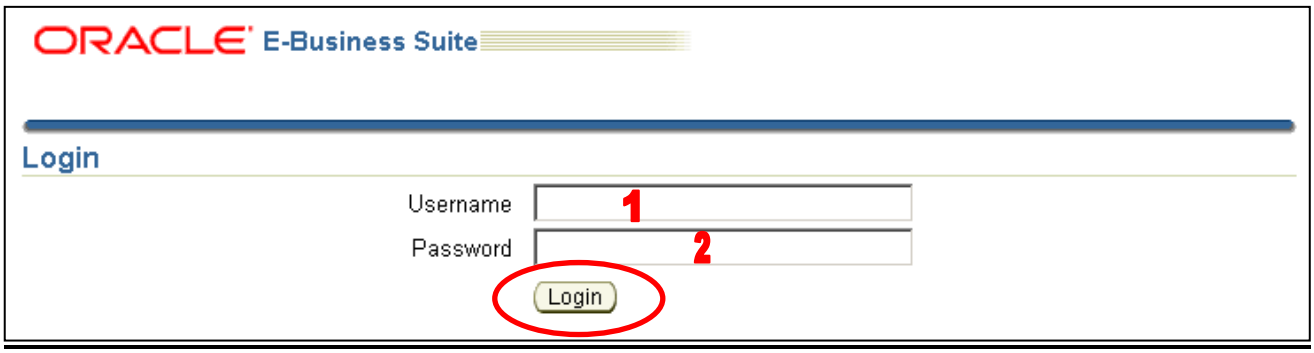
- Go to **www.memphistn.gov** if applicable
- Click on the **Employee Self-Service** link

Alternative # 2: Using the Kiosks located throughout the Division.

- You are already in the Oracle Human Resources Self-Service home page.



How to Login in the System



- From the Login page, enter:
  1. Username
  2. Password

- Click on the Login button.

TRAINING PLAYGROUND

Username: Employee System Username (Jimmy.Brown)

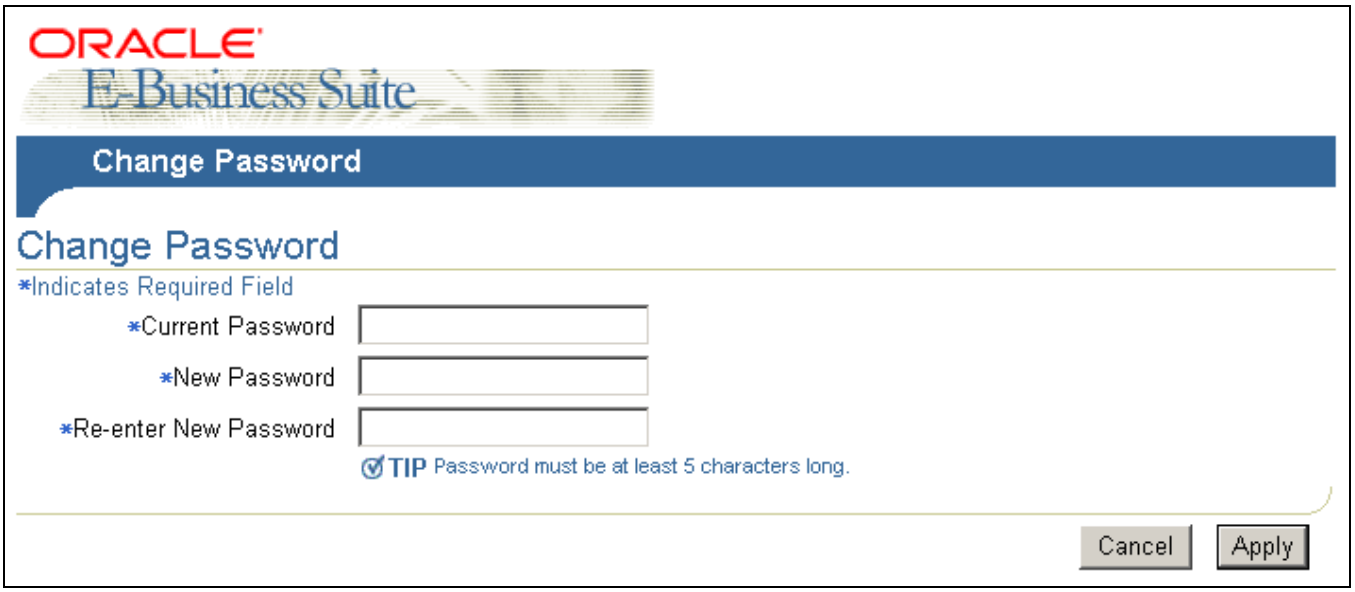
Password: Your Oracle system login

If this is your first time or you forgot your current password, you will need to call the CMEM Service Desk 636-6100 to reset the password. Then you will need to create a new password.

Tips for creating good passwords:

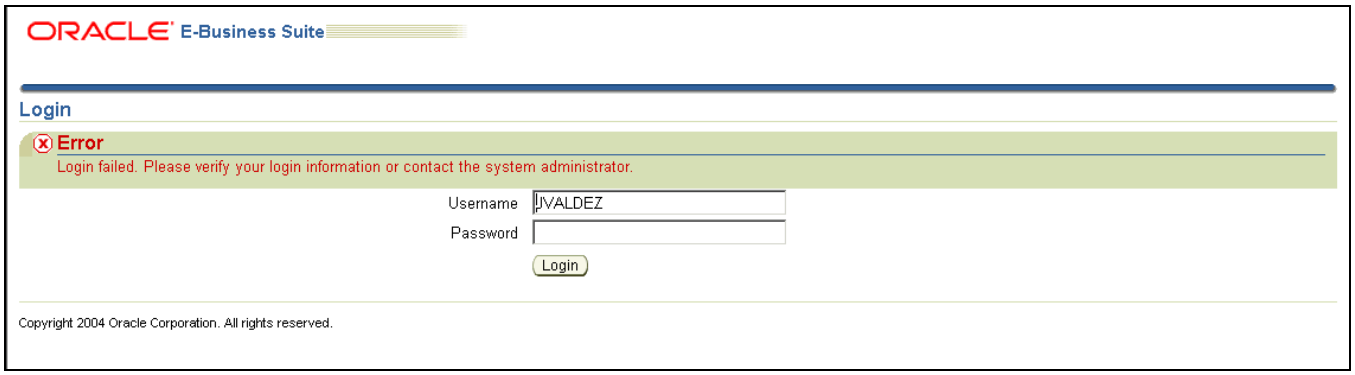
- **It needs to contain special characters such as @#$%^&**
- **It must be at least 8 characters long.**
- **It must not have any common words such as 123, password, your birth date, your login name and any words that can be found in the dictionary.**
- **a variation of capitalization and small letters**

How to Change a Password

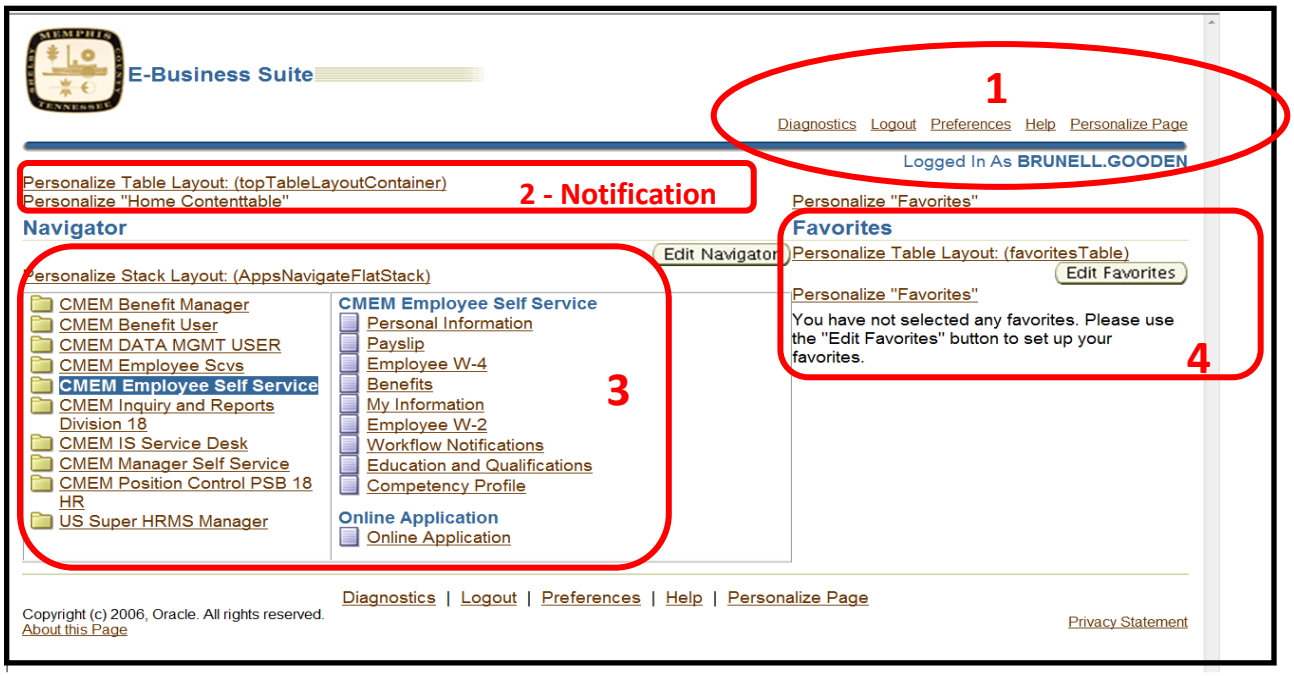


1. Enter current Password
2. Enter New Password
3. Re-enter New Password
4. Click on Apply button

If you type the wrong password, you will be prompted to the next screen:



E-Business Suite Home Page



1. **Global Menu Area** – this menu appears on every page.

2. **Notification Area** – Important messages will be displayed here

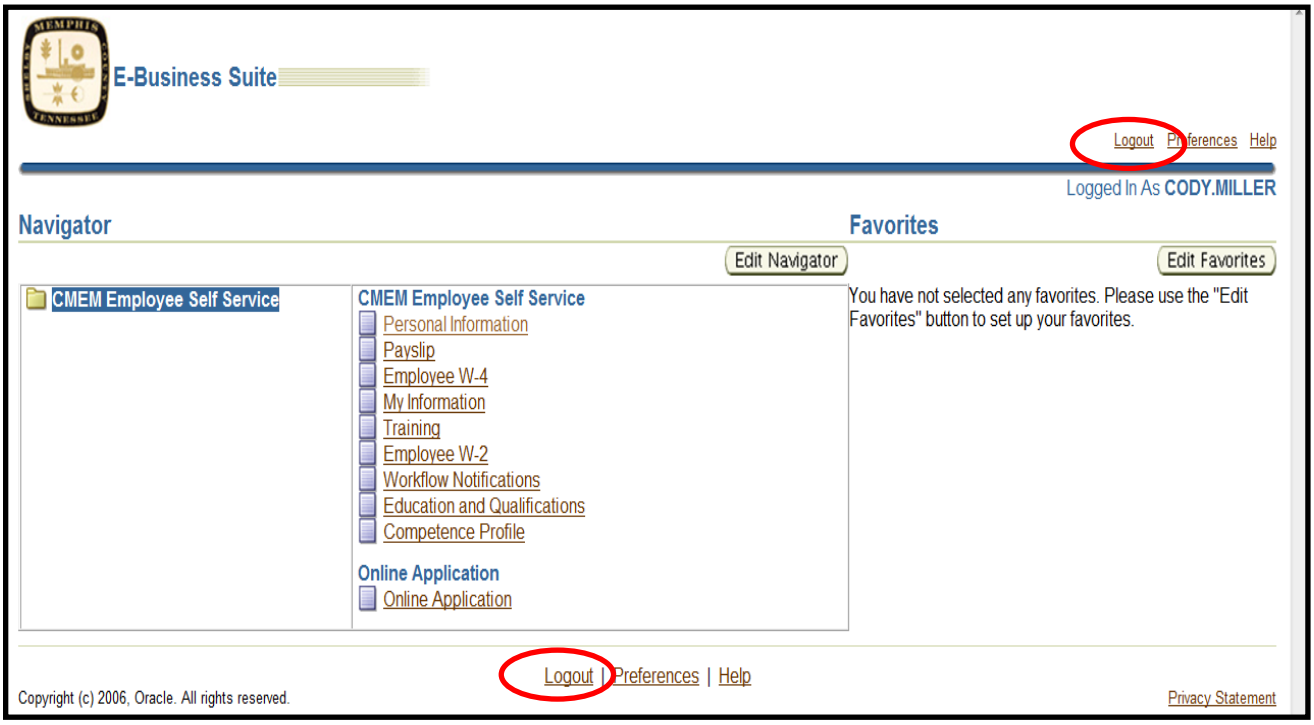
3. **Navigation Area** – This is where you access the application

4. **Favorites Area** – Here you can create quick links to your favorite web pages and menus.

Law No. 1 **Do not use the "internet browser" back button**

How to Logout of the System:

1. From any menu, click on Logout



2. You will exit the system and return to the sign on screen.

Introduction to the CMEM E-Business Suite

Summary

1. _____

2. _____

3. _____

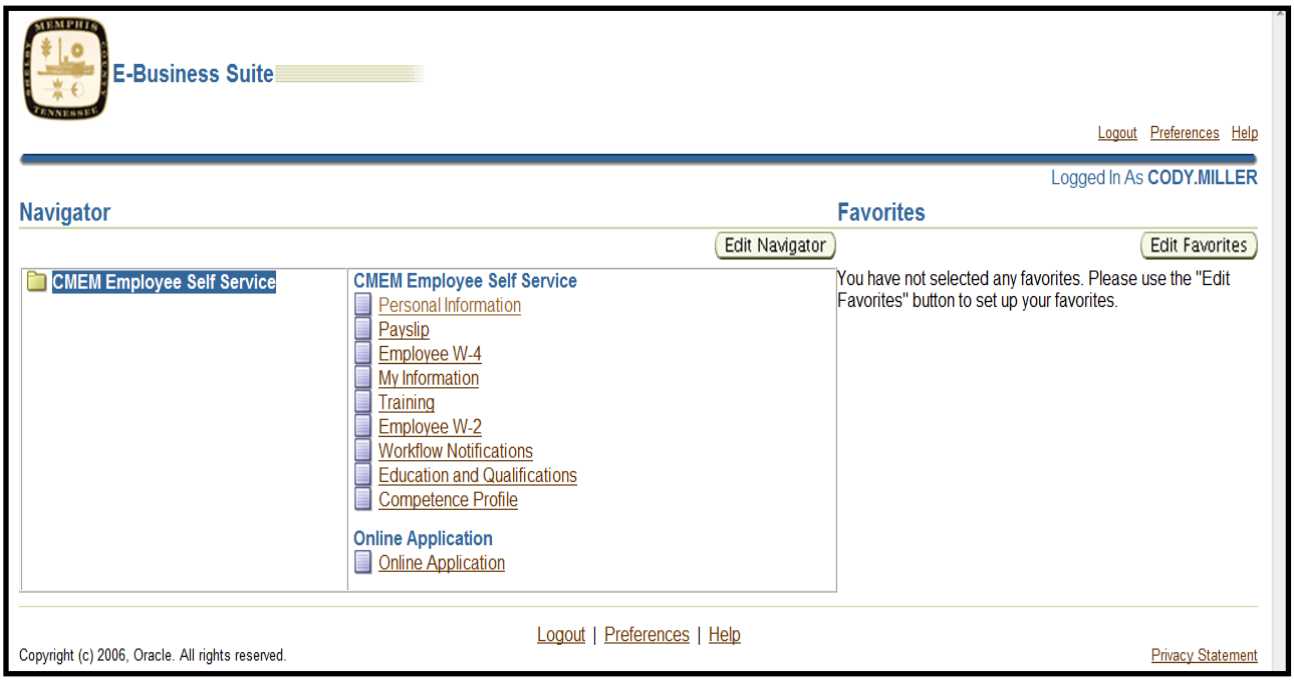
4. _____

5. _____

CMEM EMPLOYEE SELF-SERVICE

Home Page

- Click on **CMEM Employee Self-Service** to view all functions

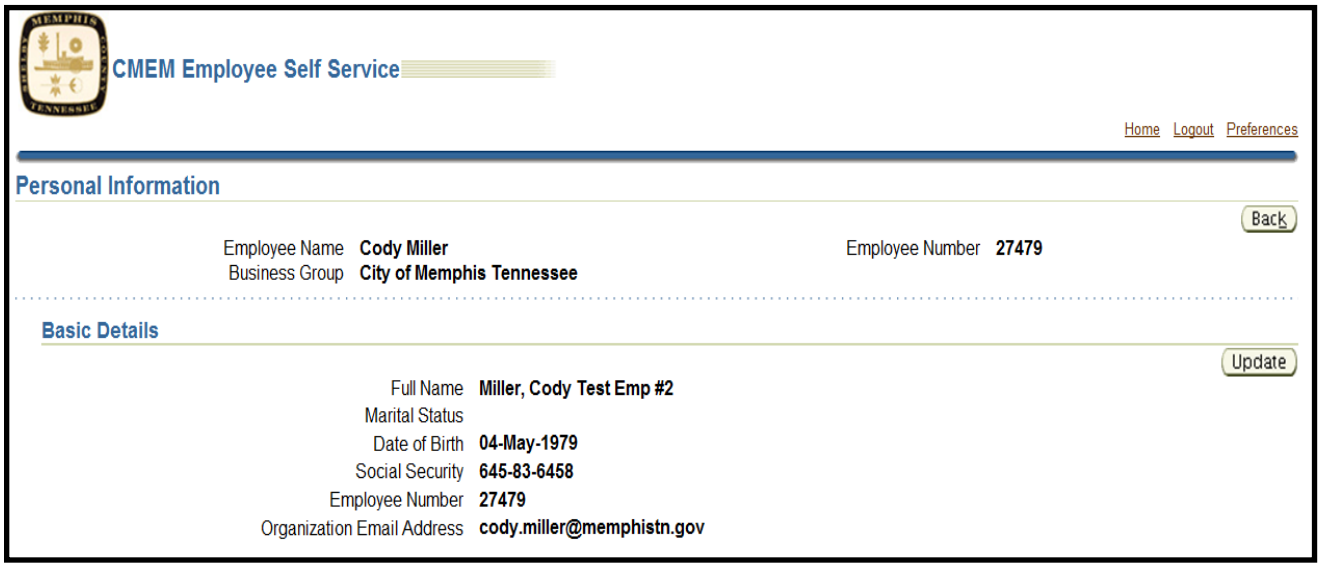


View Only	Ability to Update
➢ Basic Detail (SSN, Date of Birth) ➢ My Infoormation ➢ Benefits (Except during Open Enrollment) ➢ IRS Form W2 ➢ CMEM Pay Slip	➢ Personal Information ❖ Basic Detail – Name ❖ Basic Detail – Marital Status ❖ Basic Detail – Main Address ❖ Basic Detail – Emergency Contact ❖ Basic Detail – Additional Contact ➢ IRS Form W4 ➢ Competence Profile ➢ Education and Qualifications

ESS1 – *Personal Information*

Law No. 2 **Do not use Post Office Box addresses**

1.1 - View Basic Details

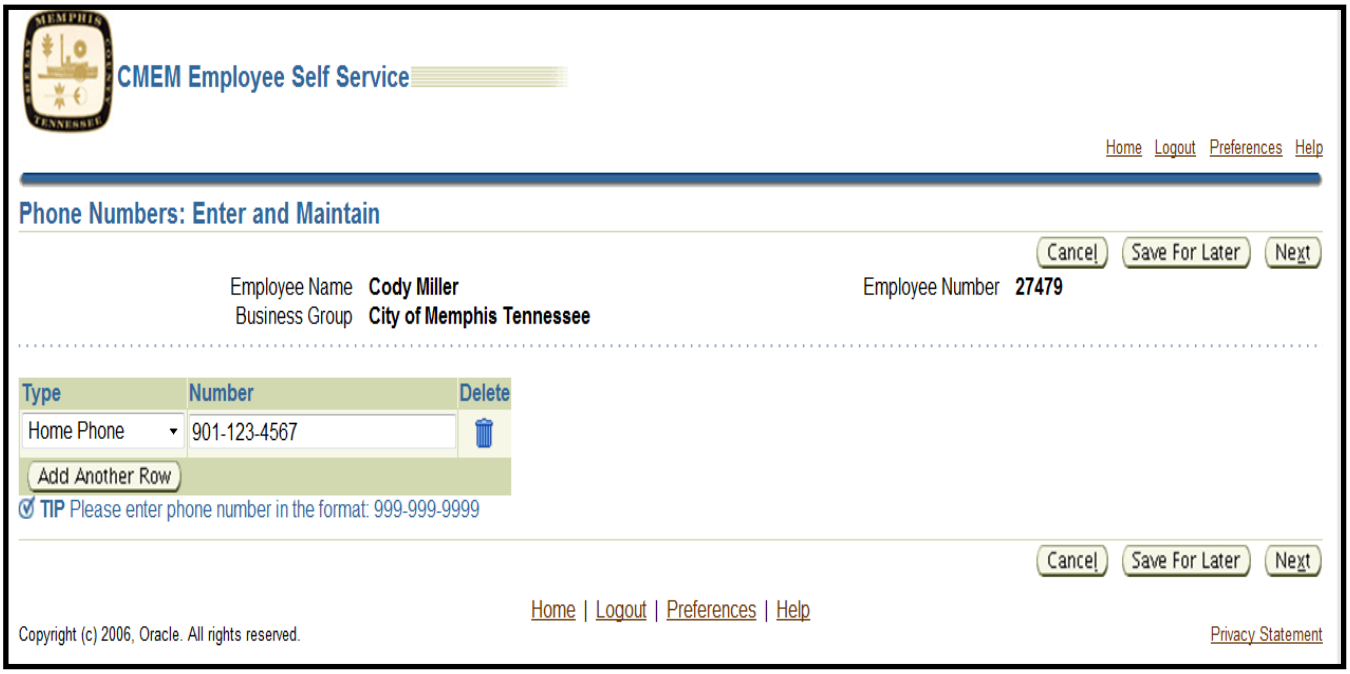


1. Click on **CMEM Employee Self Service**
2. Click on **Personal Information**
3. Verify if your personal information is correct.
   - Full name
   - Marital status
   - Date of birth
   - Social security
   - Employee number
   - Email address
4. Click on **Back** button

1.2 – Add/Update Phone Numbers

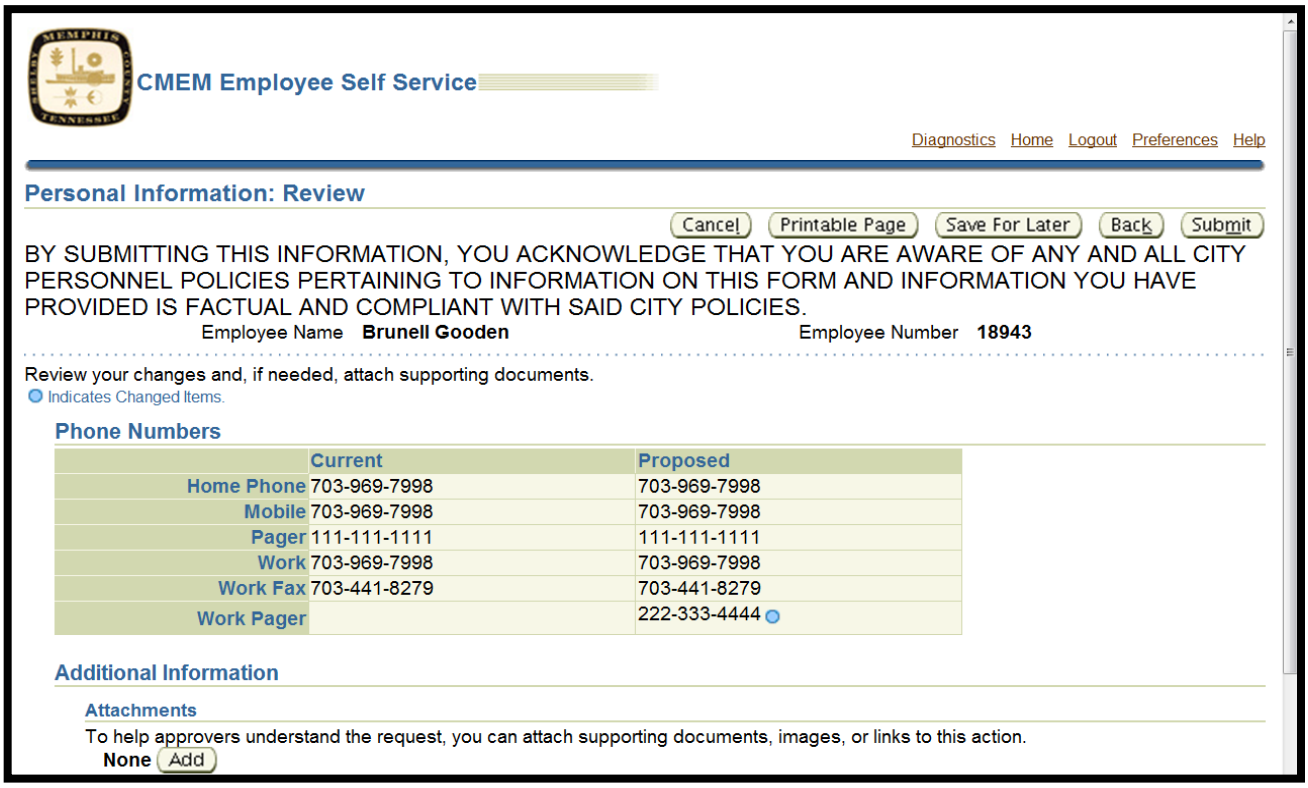
Note: This data is for testing only, No changes will affect your real data in production

1. Click on **CMEM Employee Self Service**
2. Click on **Personal Information**
3. Under the **Phone Numbers** section click **"Add (for new record) & Update (for existing record)"** button.



4. Click on **Add Another Row** button
5. Select **Work Cell** type from drop down list of values
6. Enter Number in text box
7. Click on **"Next"** button

Review Page



8. Review your proposed changes

9. Click on **"Submit"** button

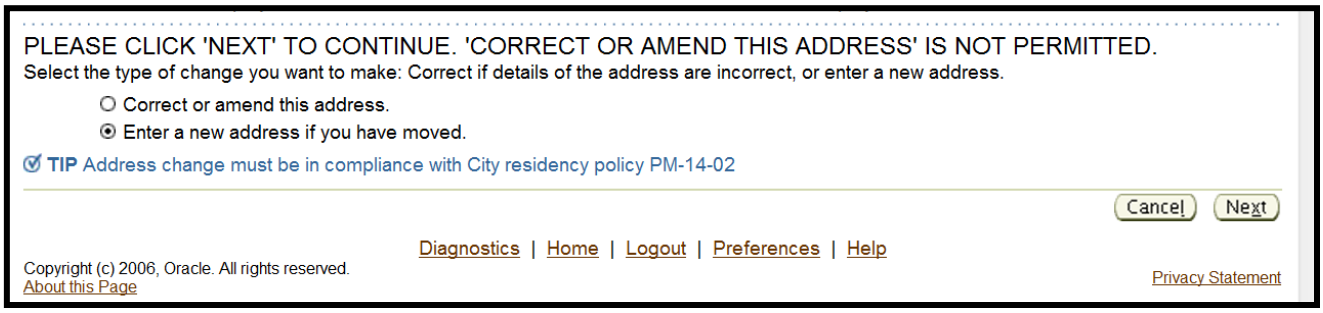
Confirmation Page

10. Click on **"Return to Overview"** button to confirm changes.

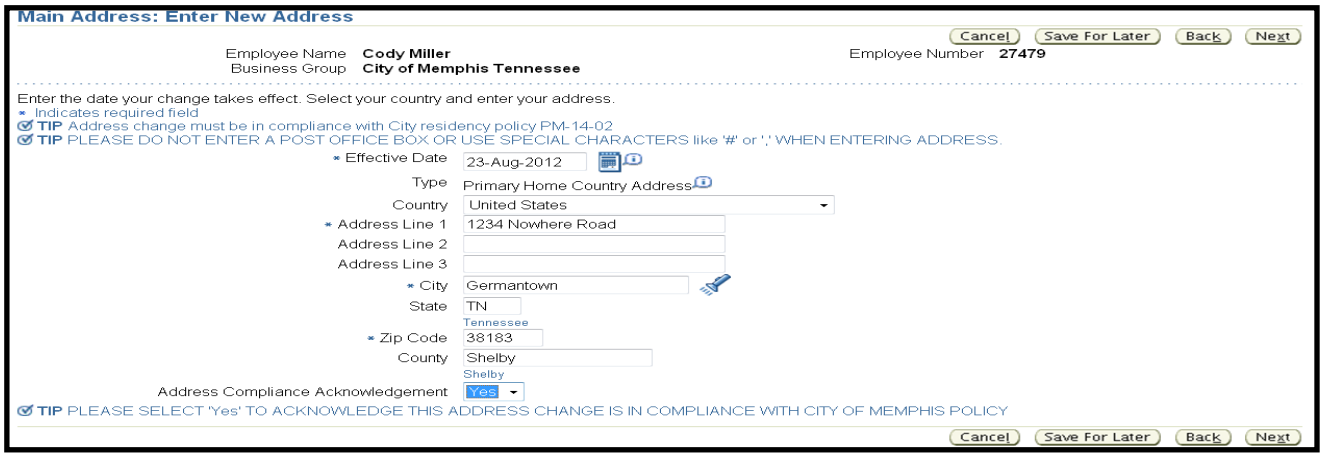
11. Click on **"Home"** Link to return to Home page.

1.3 – Update Main Address

1. Click on **CMEM Employee Self Service**
2. Click on **Personal Information**
3. Under the **Main Address** section click **"Update"** button.
4. **Note: Correction or Amendment is not permitted**



5. Select the Enter a new address if you have moved Radio Button
6. Click on **"Next"** button
7. Enter new address

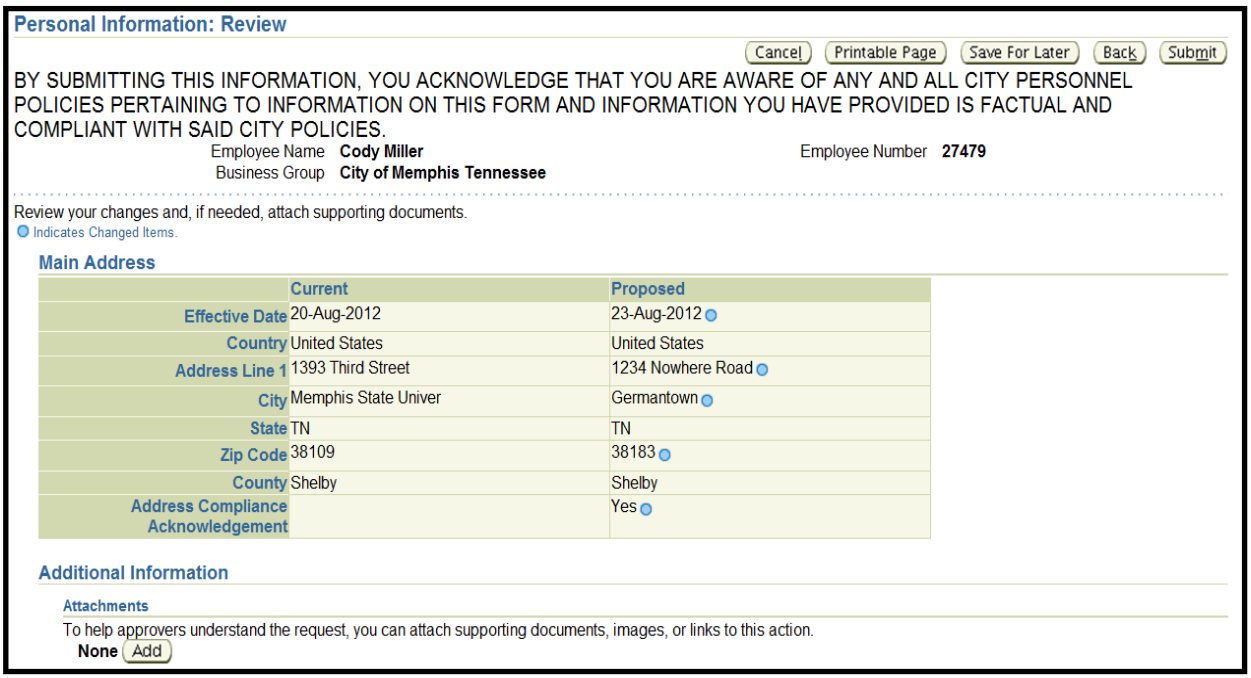


8. Click [Tab] on the keyboard or on the flashlight icon in order to search for your city name from list of values

9. Select the proper city and zip code by clicking the radio button. Then click on the **"Select"** button.

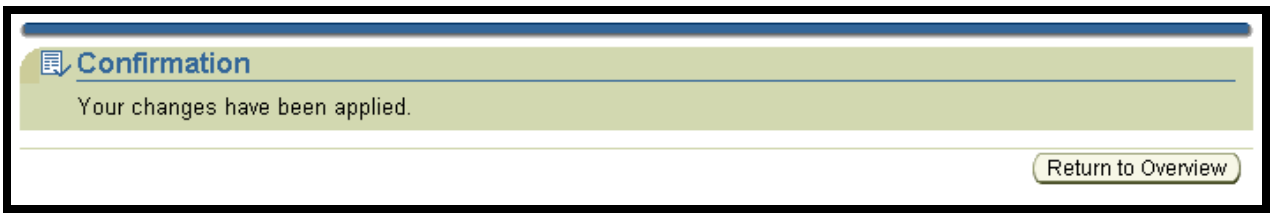
10. Click on **"Next"** button

11. You are prompted to a review page.



12. Review your proposed changes

13. Click on **"Submit"** button

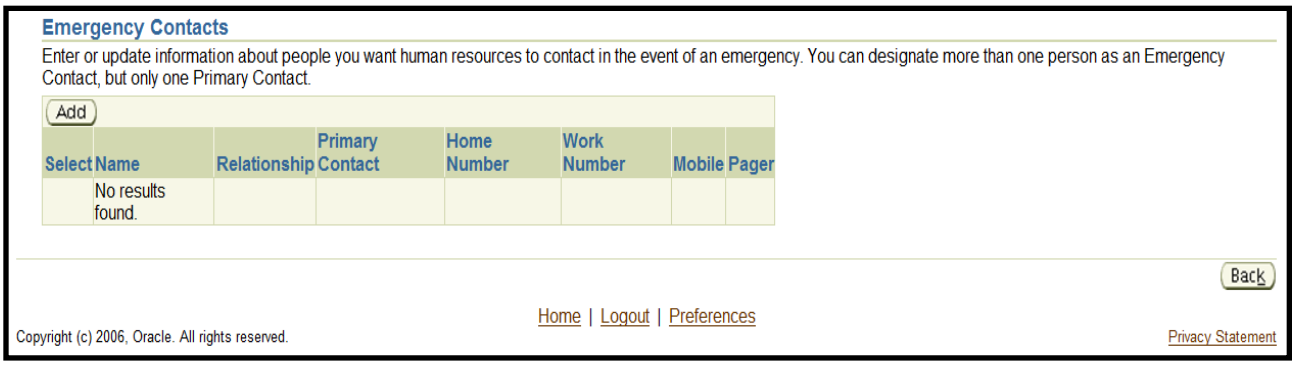


14. Click on **"Return to Overview"** button to view your changes

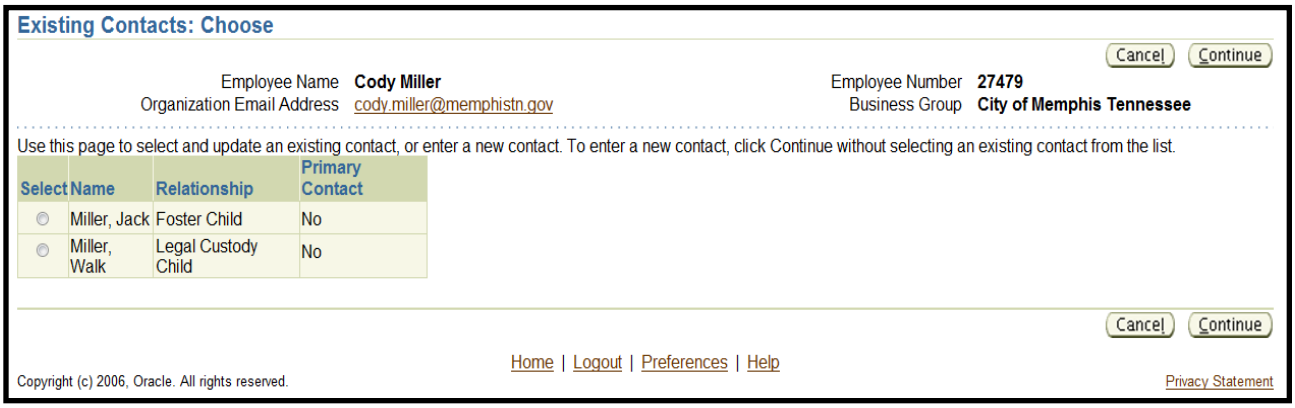
15. Click on **"Home"** link to return to home page

1.4 – Emergency Contact

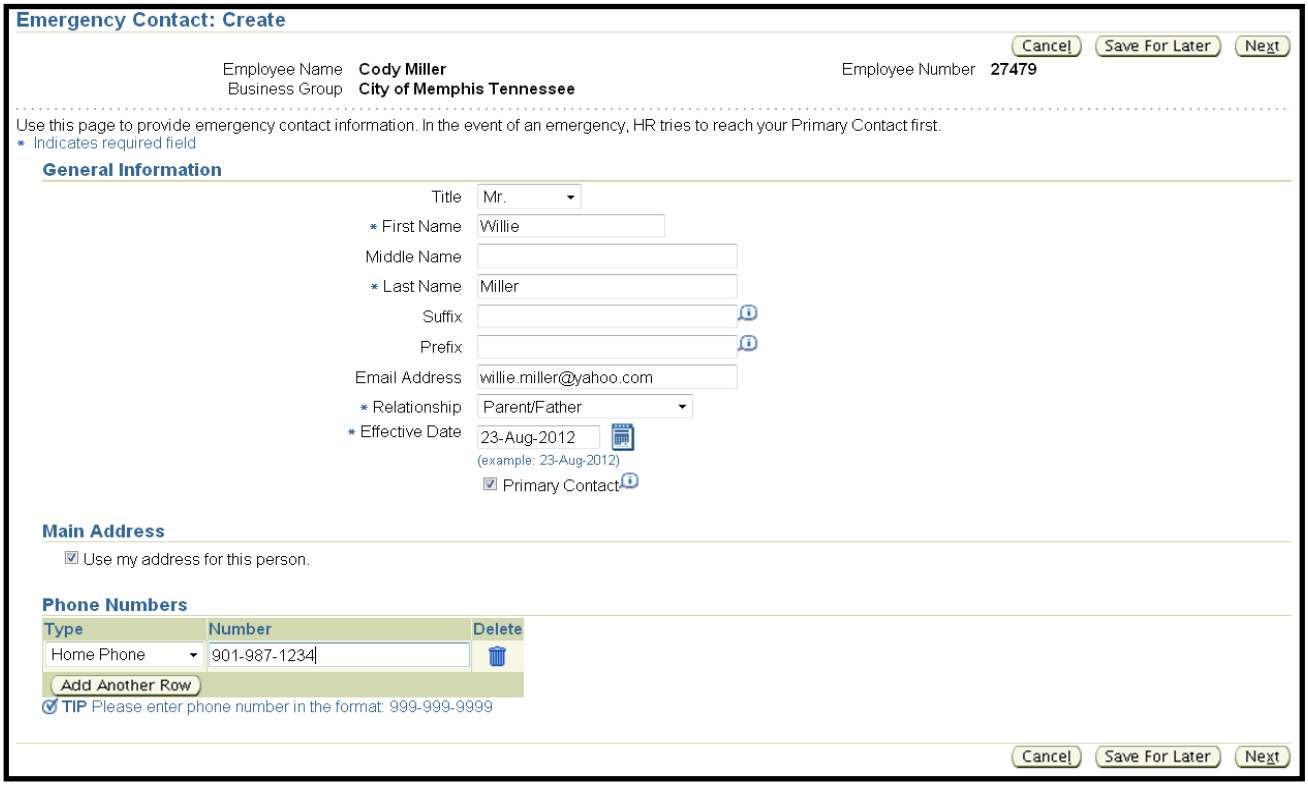
1. Click on **CMEM Employee Self Service**
2. Click on **Personal Information**
3. Under the **Emergency Contacts** section click on **"Update or Add"** button if no contact is listed



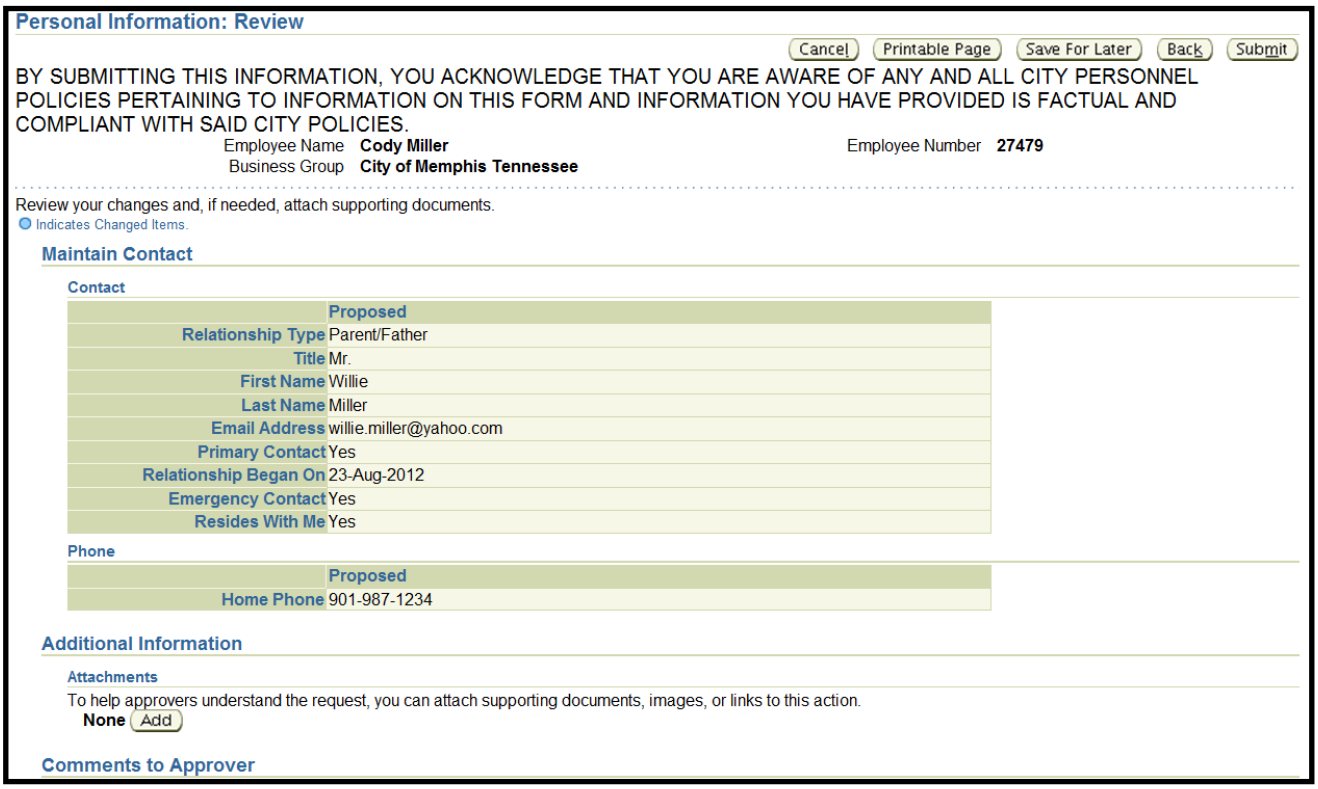
4. Click **"Add" (Note:** do not select from the list if entering a new contact**)**



5. Click **"Continue"**
6. Input required information (indicated by an asterisk **(*)** in the fields
   - First and Last name (middle name optional)
   - Relationship
   - Effective Date
7. Click if this person will be your primary contact
8. Add a phone number
9. Click **"Add Another Row"** if necessary
10. Click **"Next"**



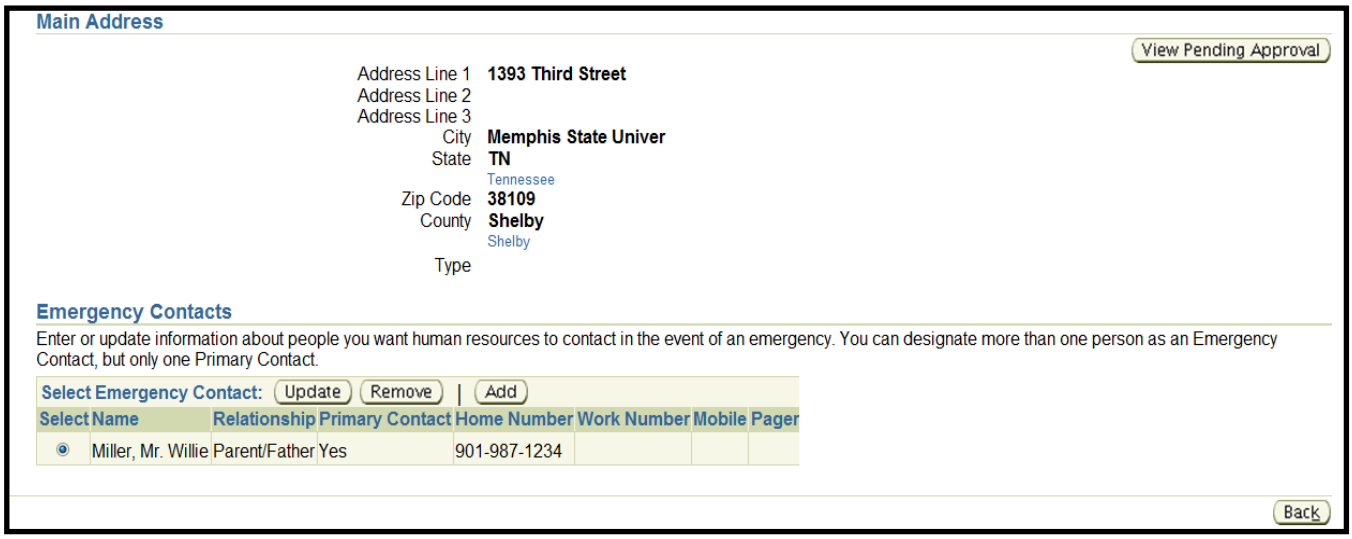
11. Review your changes/updates



12. Click **"Submit"**

13. The updated changes will be placed in a **View Pending for Approval** hold status when you return to the Home Page

14. Updated Emergency Contact will be updated with additional selection options **(Update, Remove & Add)**



1.5 – Additional Contacts

1. Click on CMEM Employee Self Service
2. Click on Personal Information
3. Under the Select Emergency Contact click the **"Add"** button, and then **"Continue"**
4. Input the new contact information
5. Enter information in the fields
   - First Name
   - Middle Initial
   - Last Name
   - Email Address
   - Relationship
   - Relationship Start Date

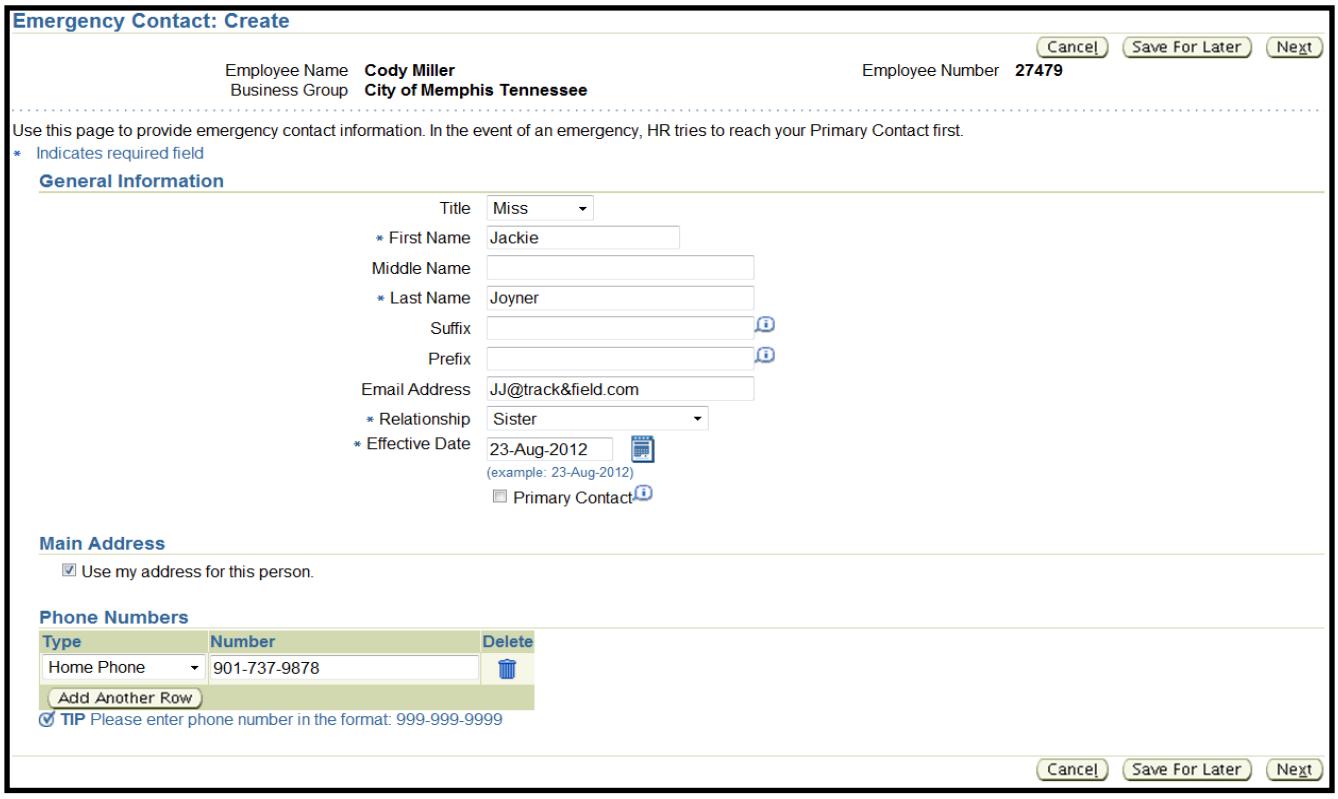
Note: You can enter any number of contacts but only **one (1)** can be your **"Primary Contact"**

6. Uncheck the box "Use my address for this person" if the person has another address

   - Enter contact new address information

     ***** Remember DO NOT TYPE State, Zip Code and County; this data is auto populated *****

7. Click **"Next"** or **"Save for Later"**



8. Review your changes/updates on the review page

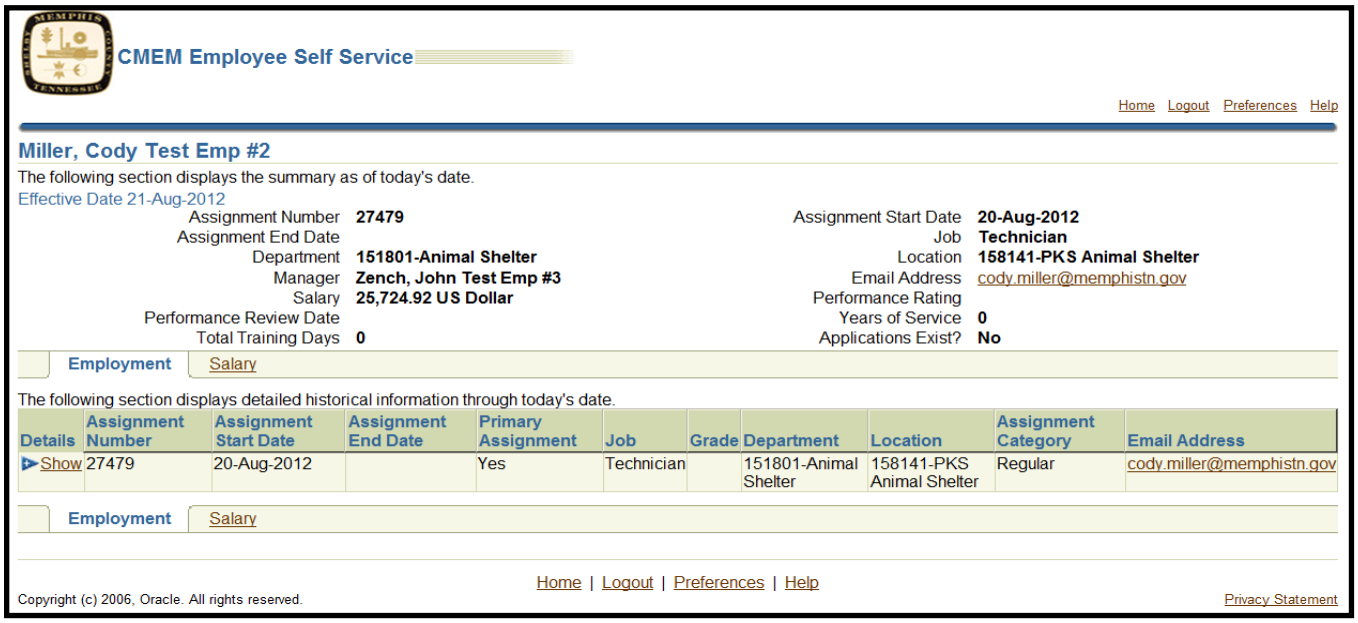
9. Click **"Submit"**

10. Click **"Return to Overview"** to return to Home Page

ESS2 – *My Information*

2.1 – View My Information

1. Click on **CMEM Employee Self Service**
2. Click on **My Information**



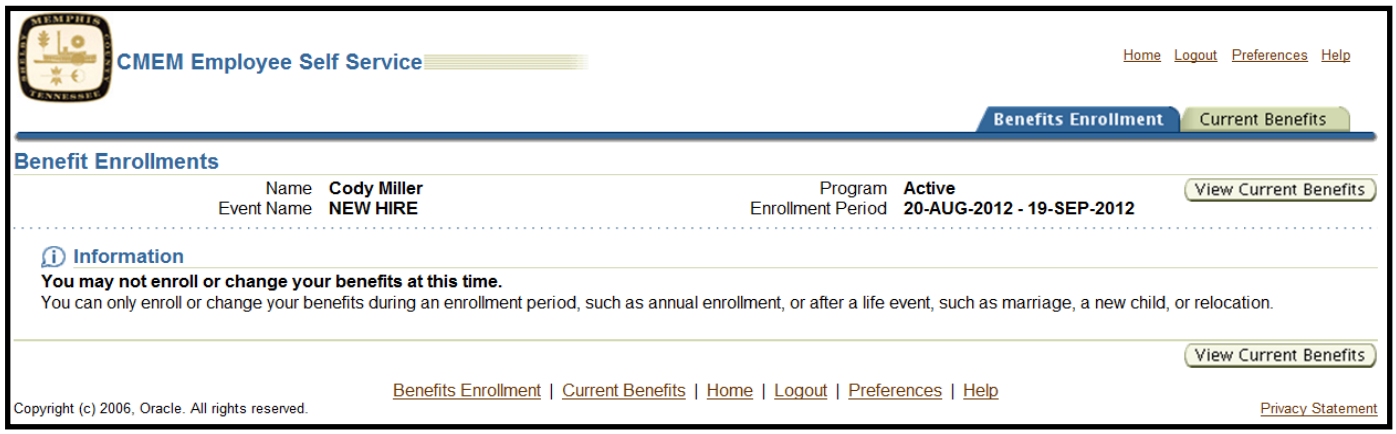
3. Click on **"Salary Tab"**
4. Click **"Home"** to return to home page

ESS3 – Benefits

3.1 – View Benefits Enrollment

1. Click on **CMEM Employee Self Service**
2. Click on **Benefits Enrollment**

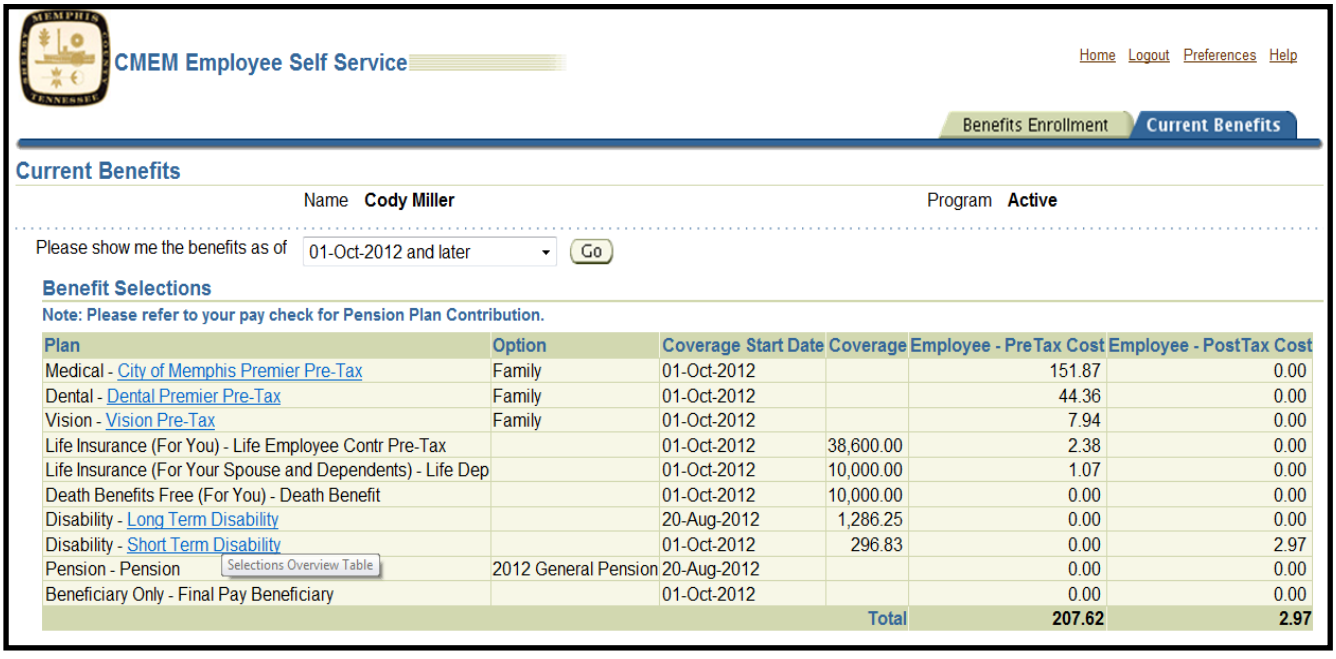
Note: CMEM Benefits update features are not permitted outside of the Open Enrollment period



3.2 – View Current Benefits

1. Click on View Current Benefits tab or button

Verify your **Current Benefits - Covered Dependents - Beneficiaries**



Plan	Option	Coverage Start Date	Coverage	Employee - PreTax Cost	Employee - PostTax Cost
Medical - City of Memphis Premier Pre-Tax	Family	01-Oct-2012		151.87	0.00
Dental - Dental Premier Pre-Tax	Family	01-Oct-2012		44.36	0.00
Vision - Vision Pre-Tax	Family	01-Oct-2012		7.94	0.00
Life Insurance (For You) - Life Employee Contr Pre-Tax		01-Oct-2012	38,600.00	2.38	0.00
Life Insurance (For Your Spouse and Dependents) - Life Dep		01-Oct-2012	10,000.00	1.07	0.00
Death Benefits Free (For You) - Death Benefit		01-Oct-2012	10,000.00	0.00	0.00
Disability - Long Term Disability		20-Aug-2012	1,286.25	0.00	0.00
Disability - Short Term Disability		01-Oct-2012	296.83	0.00	2.97
Pension - Pension	2012 General Pension	20-Aug-2012		0.00	0.00
Beneficiary Only - Final Pay Beneficiary		01-Oct-2012		0.00	0.00
			Total	207.62	2.97

View Covered Dependents

Covered Dependents

Plan	Option	Coverage Start Date	Dependent	Relationship	Social Security Number
Medical - City of Memphis Premier Pre-Tax	Family	01-Oct-2012	Jill Miller	Child	345-67-8987
		01-Oct-2012	Jim Miller	Child	906-89-7567
		01-Oct-2012	Jack Miller	Foster Child	234-45-6789
		01-Oct-2012	Walk Miller	Legal Custody Child	901-10-1009
Dental - Dental Premier Pre-Tax	Family	01-Oct-2012	Jill Miller	Child	345-67-8987
		01-Oct-2012	Jim Miller	Child	906-89-7567
		01-Oct-2012	Jack Miller	Foster Child	234-45-6789
		01-Oct-2012	Walk Miller	Legal Custody Child	901-10-1009
Vision - Vision Pre-Tax	Family	01-Oct-2012	Jill Miller	Child	345-67-8987
		01-Oct-2012	Jim Miller	Child	906-89-7567
		01-Oct-2012	Jack Miller	Foster Child	234-45-6789
		01-Oct-2012	Walk Miller	Legal Custody Child	901-10-1009
Life Insurance (For Your Spouse and Dependents) - Life Dep		01-Oct-2012	Jill Miller	Child	345-67-8987
		01-Oct-2012	Jim Miller	Child	906-89-7567
		01-Oct-2012	Jack Miller	Foster Child	234-45-6789
		01-Oct-2012	Walk Miller	Legal Custody Child	901-10-1009

View Beneficiaries

Beneficiaries

Plan	Option	Beneficiary	Relationship	Social Security Number	Primary %	Contingent %
Life Insurance (For You) - Life Employee Contr Pre-Tax		Walk Miller	Legal Custody Child	901-10-1009	100	0
Life Insurance (For Your Spouse and Dependents) - Life Dep		Cody Miller	Self	645-83-6458	100	0
Death Benefits Free (For You) - Death Benefit		Jack Miller	Foster Child	234-45-6789	100	0
Beneficiary Only - Final Pay Beneficiary		Employee's Own Trust	Third Party		100	0

Benefits Enrollment | Current Benefits | Home | Logout | Preferences | Help

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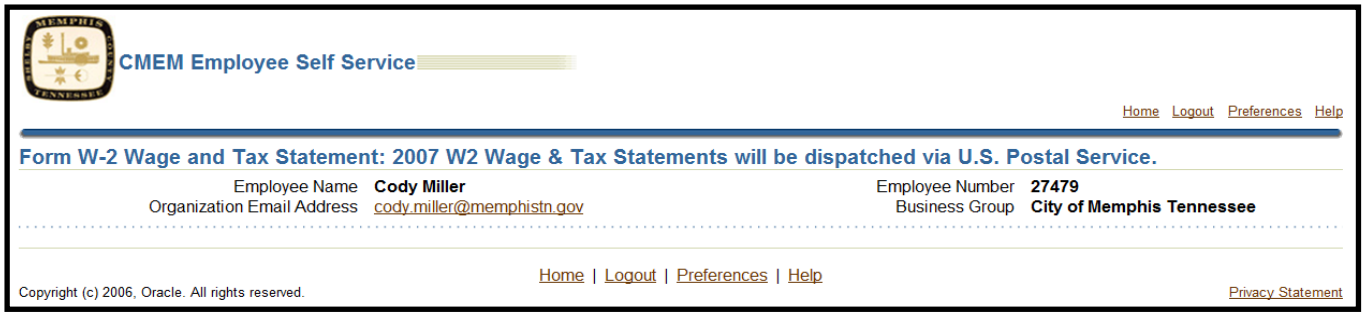
Privacy Statement

2. Click on the **"Home"** button when completed viewing

ESS4 – Employee Tax Form W2

Note: CMEM Form W-2 and Tax Statement features are not permitted. Forms will be mailed.

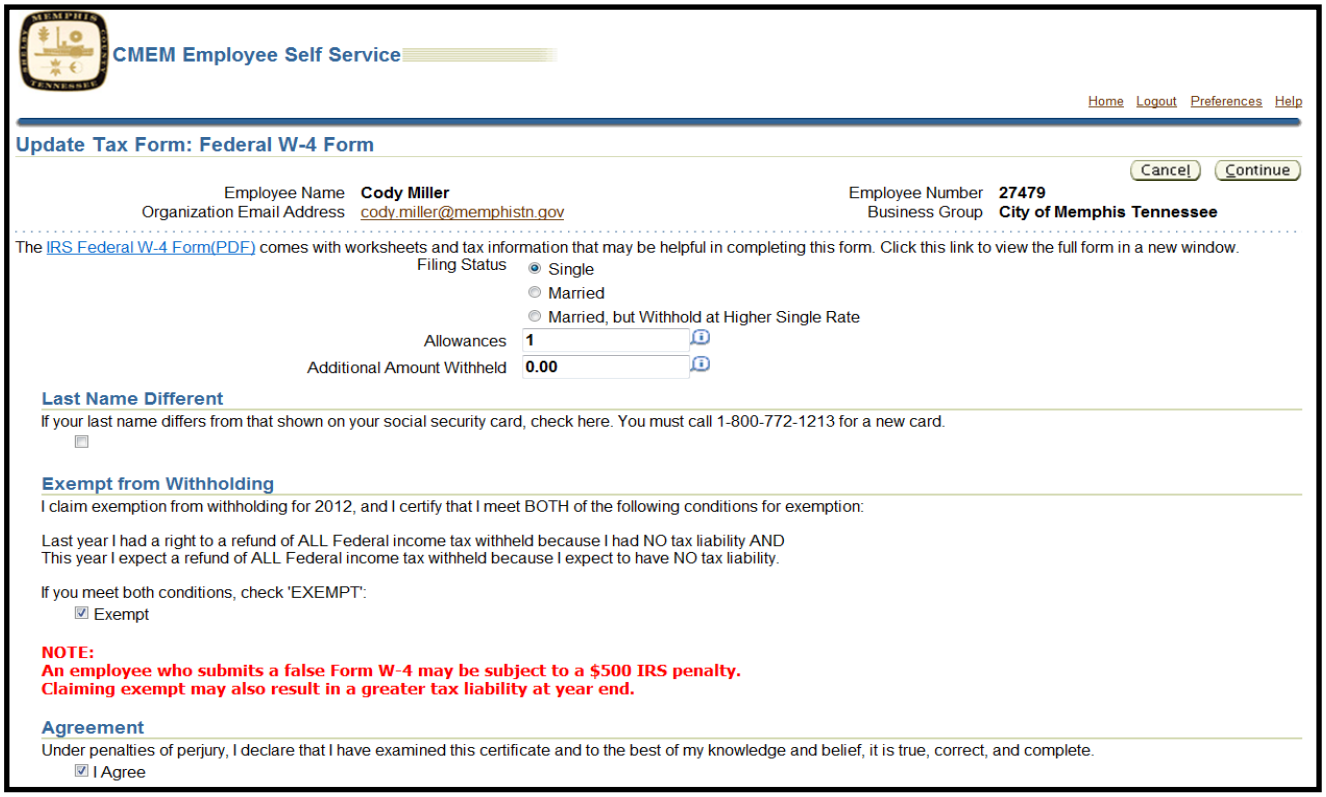


ESS5 – Employee Tax Form W4

5.1 – Update

1. Click on CMEM Employee Self Service responsibility
2. Click on Employee W-4
3. Verify the data on this Federal form before making changes

4. Click on Update button to make changes



5. To change your **Filing Status**, click on the appropriate radio button

6. To change the number of **Allowances**, enter an appropriate number

7. To have an **Additional Amount With-held**, enter an appropriate amount

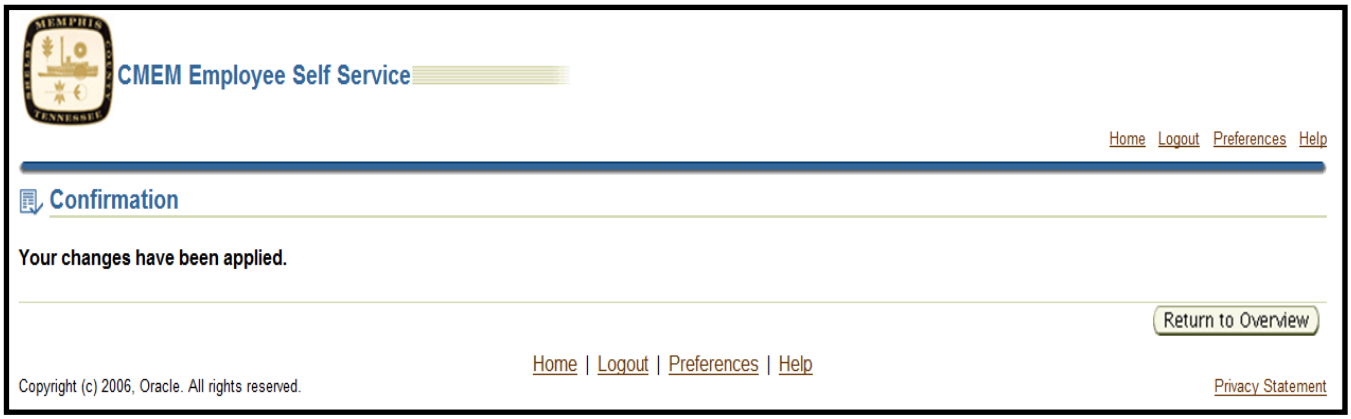
8. You must select the **"I Agree"** checkbox.

9. Click **"Continue"**

10. Review the changes

11. Click **"Submit"**

12. Click on **Return to Overview** to view changes



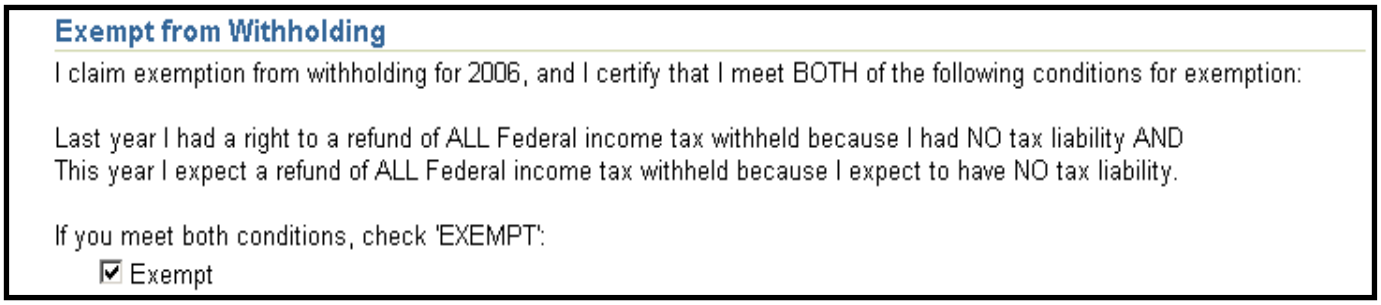
5.2 – Exempt Status

1. Click on CMEM Employee Self Service responsibility

2. Click on Tax Form

3. Click on Update button to make changes

4. To change your status to exempt select the **"Exempt"** check box

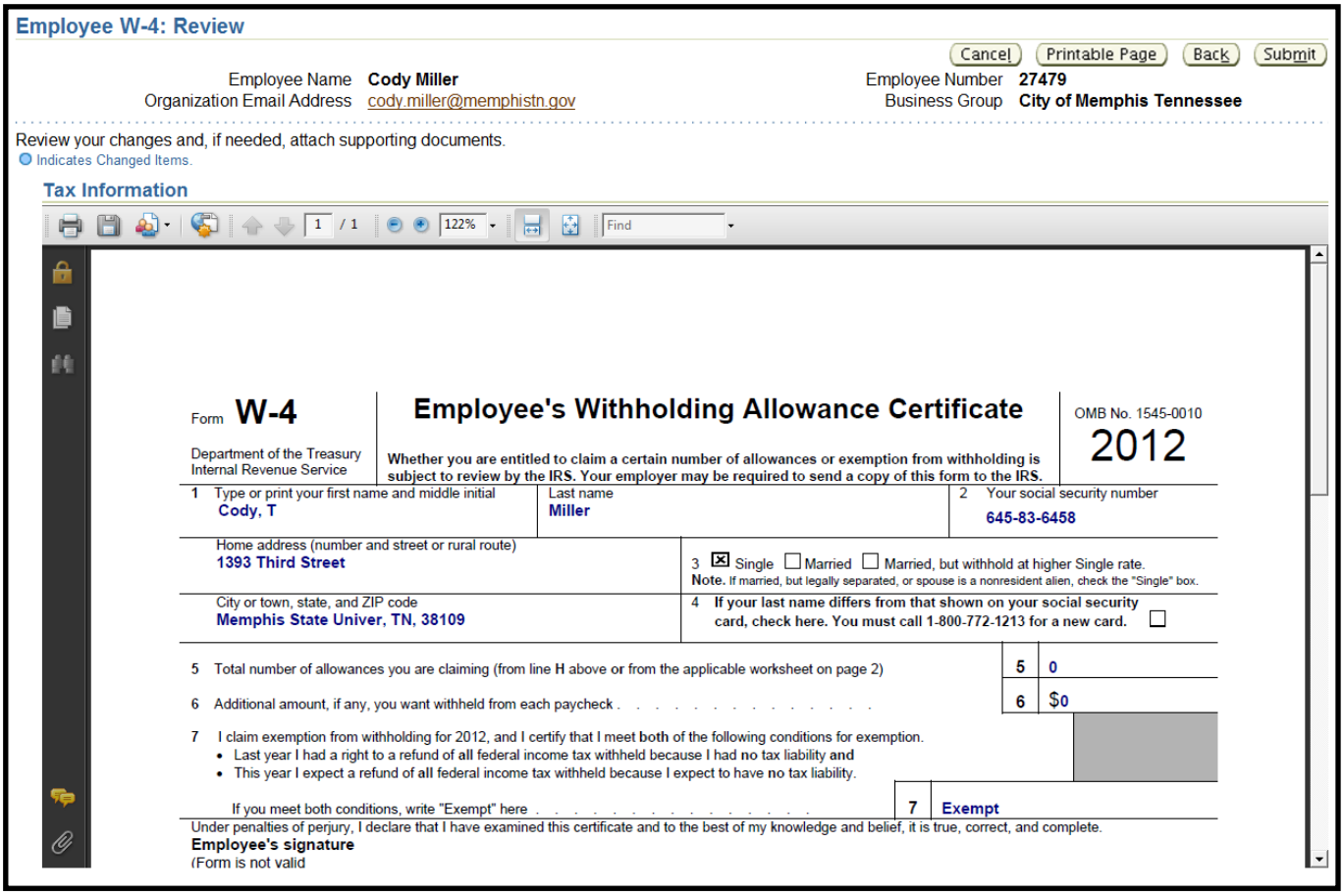


5. You must select the **"I Agree"** checkbox.

6. Click **"Continue"**

7. Review the changes

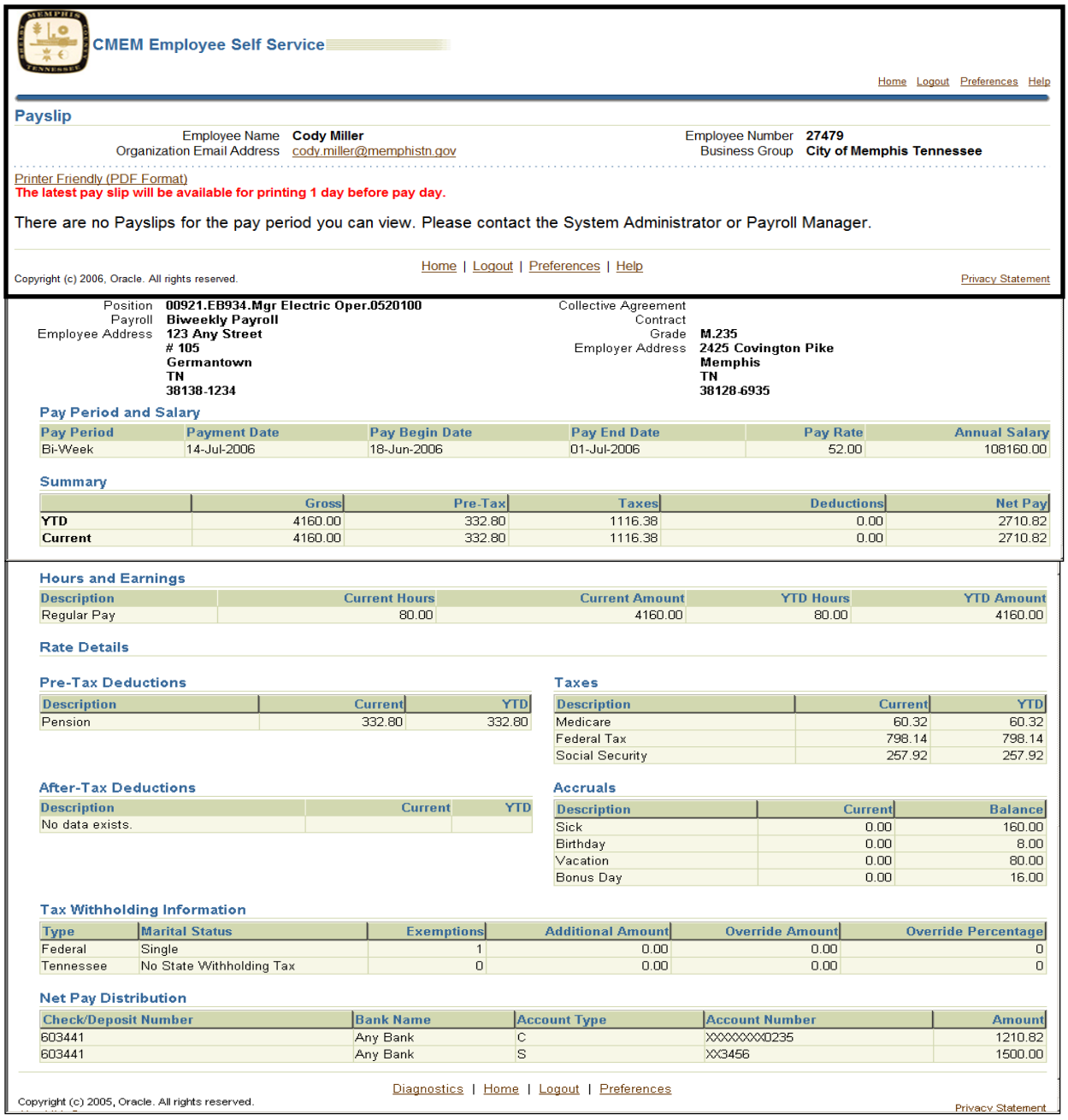
- **Note:** CMEM Finance Division will accept W-4 without signature if submittedwithin Oracle HRSS



ESS6 - Payslip

6.1 – View Payslip

1. Click on CMEM Employee Self Service responsibility
2. Click on **Payslip**
3. Scroll down and view details(**Note: Ms. Miller has not been hired long enough to have received her first paycheck)**
4. Click on **"Home"** link to return to home page



CMEM Employee Self Service

Home Logout Preferences Help

Payslip

Employee Name **Cody Miller**
Organization Email Address cody.miller@memphistn.gov
Employee Number **27479**
Business Group **City of Memphis Tennessee**

Printer Friendly (PDF Format)
The latest pay slip will be available for printing 1 day before pay day.

There are no Payslips for the pay period you can view. Please contact the System Administrator or Payroll Manager.

Home | Logout | Preferences | Help

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Privacy Statement

Position **00921.EB934.Mgr Electric Oper.0520100**
Payroll **Biweekly Payroll**
Employee Address **123 Any Street # 105 Germantown TN 38138-1234**

Collective Agreement
Contract
Grade **M.235**
Employer Address **2425 Covington Pike Memphis TN 38128-6935**

Pay Period and Salary

Pay Period	Payment Date	Pay Begin Date	Pay End Date	Pay Rate	Annual Salary
Bi-Week	14-Jul-2006	18-Jun-2006	01-Jul-2006	52.00	108160.00

Summary

	Gross	Pre-Tax	Taxes	Deductions	Net Pay
YTD	4160.00	332.80	1116.38	0.00	2710.82
Current	4160.00	332.80	1116.38	0.00	2710.82

Hours and Earnings

Description	Current Hours	Current Amount	YTD Hours	YTD Amount
Regular Pay	80.00	4160.00	80.00	4160.00

Rate Details

Pre-Tax Deductions

Description	Current	YTD
Pension	332.80	332.80

Taxes

Description	Current	YTD
Medicare	60.32	60.32
Federal Tax	798.14	798.14
Social Security	257.92	257.92

After-Tax Deductions

Description	Current	YTD
No data exists.		

Accruals

Description	Current	Balance
Sick	0.00	160.00
Birthday	0.00	8.00
Vacation	0.00	80.00
Bonus Day	0.00	16.00

Tax Withholding Information

Type	Marital Status	Exemptions	Additional Amount	Override Amount	Override Percentage
Federal	Single	1	0.00	0.00	0
Tennessee	No State Withholding Tax	0	0.00	0.00	0

Net Pay Distribution

Check/Deposit Number	Bank Name	Account Type	Account Number	Amount
603441	Any Bank	C	XXXXXXXX0235	1210.82
603441	Any Bank	S	XX3456	1500.00

Diagnostics | Home | Logout | Preferences

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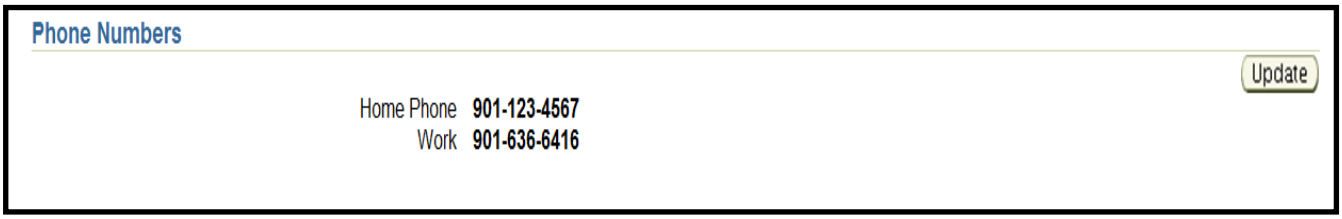
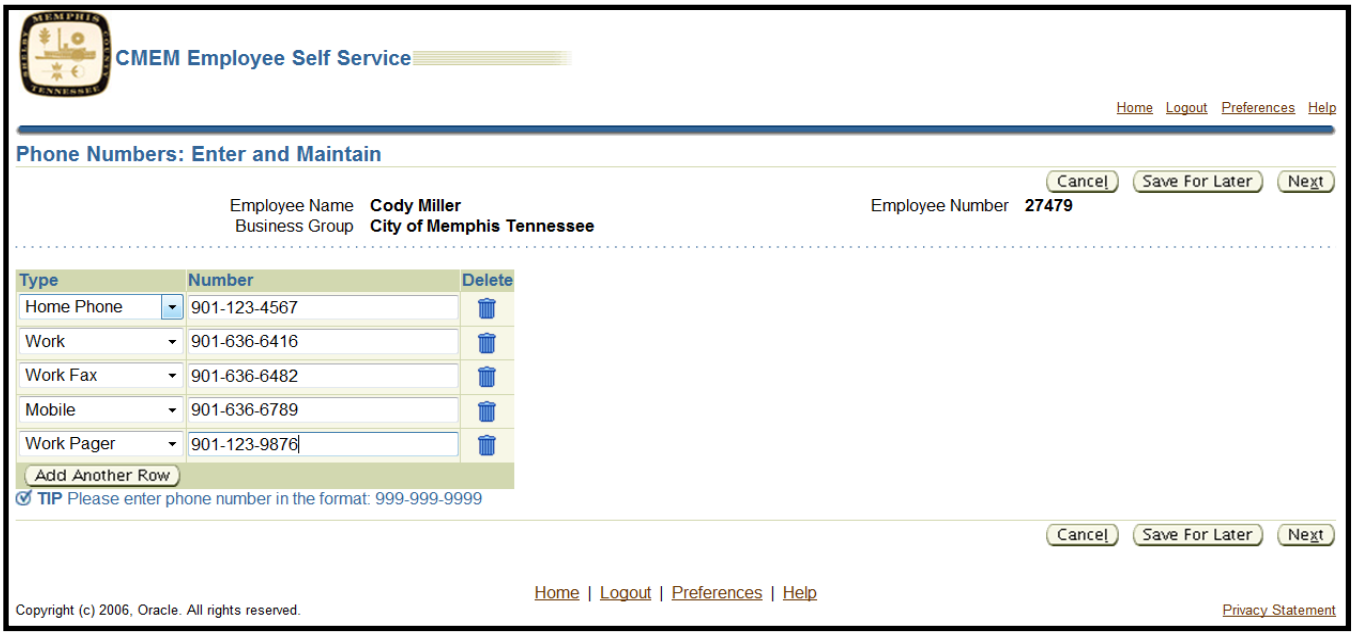
Privacy Statement

ESS7 – Worklist Notifications

7.1 – View Notifications

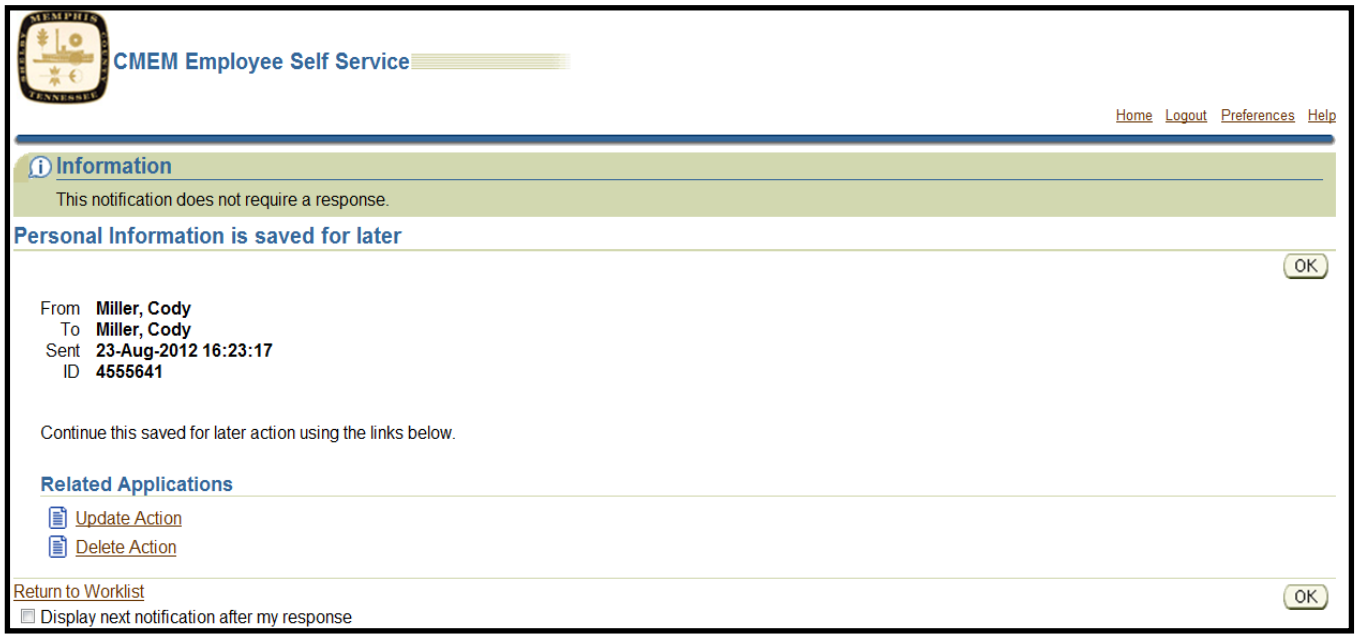


1. Click on **CMEM Employee Self Service**
2. Click on **Personal Information**
3. Under the **Phone Numbers** section click **"Update"** button.



4. Click on **"Add Another Row"** button
5. Select a phone type from drop down list of values
6. Enter Number in text box
7. Click on **"Save for Later"** button.
8. Click on **"OK"** button

9. Under work list Click on a Subject



10. View notification

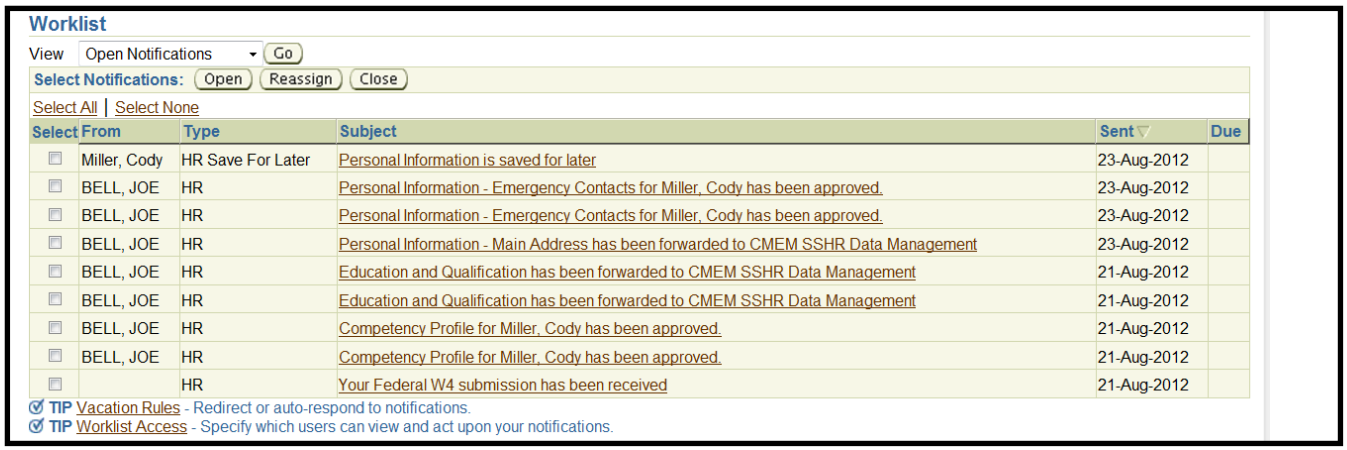
11. Click **"OK"**

7.2 – View/Apply Worklist Notification Actions

Use this procedure to complete Employee Self Service activities that have been started, but remain unfinished.

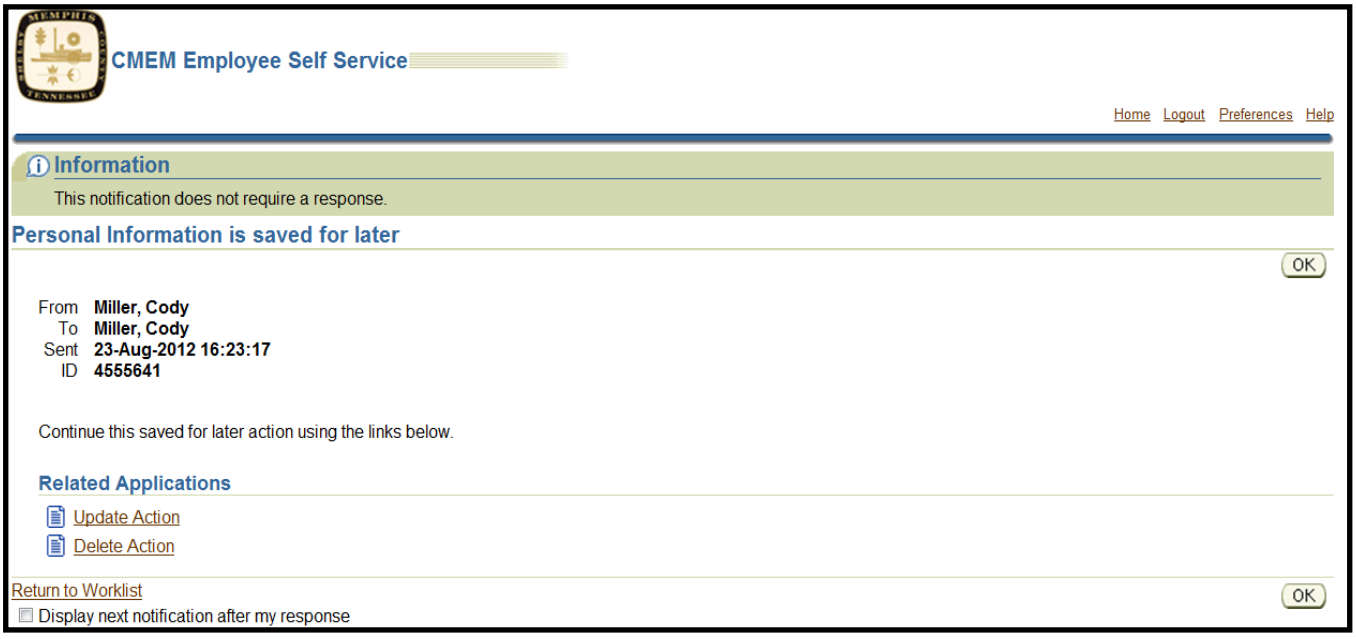
Many of the windows accessed through *Employee Self-Service* display a **"SAVE FOR LATER"** button. Use the button to freeze and store an in-process activity, and return to complete it later. In this example, adding a phone number was halted in mid-process, and the entry is now being resumed.

1. Click on **CMEM Employee Self Service**
2. Click on **View Workflow Notifications**



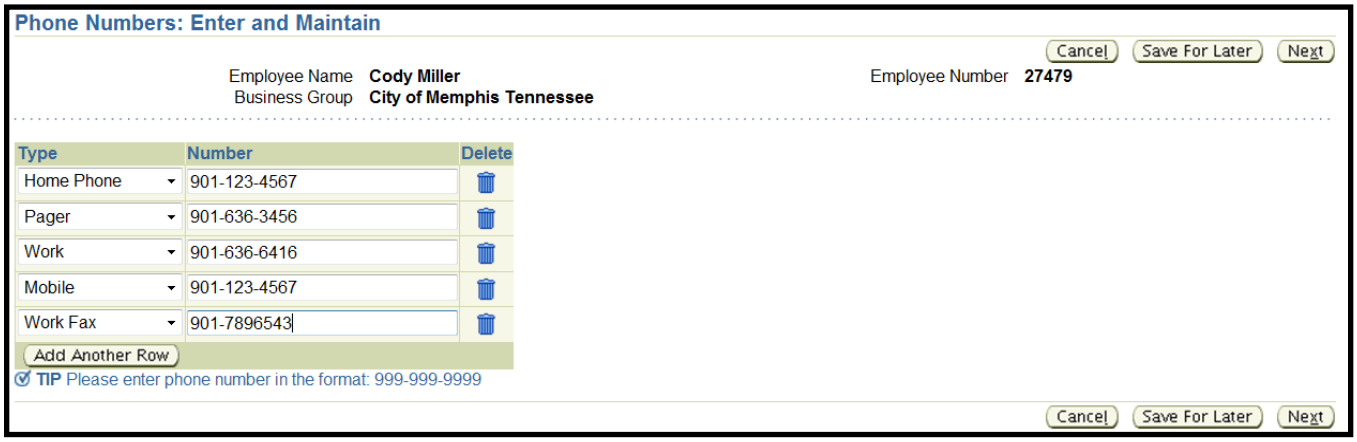
3. If more than one activity is listed as Actions Saved for Later, select the radio button to the left of your choice, and click the open button

4. Click on **"Update Action"** link



5. Review your proposed changes

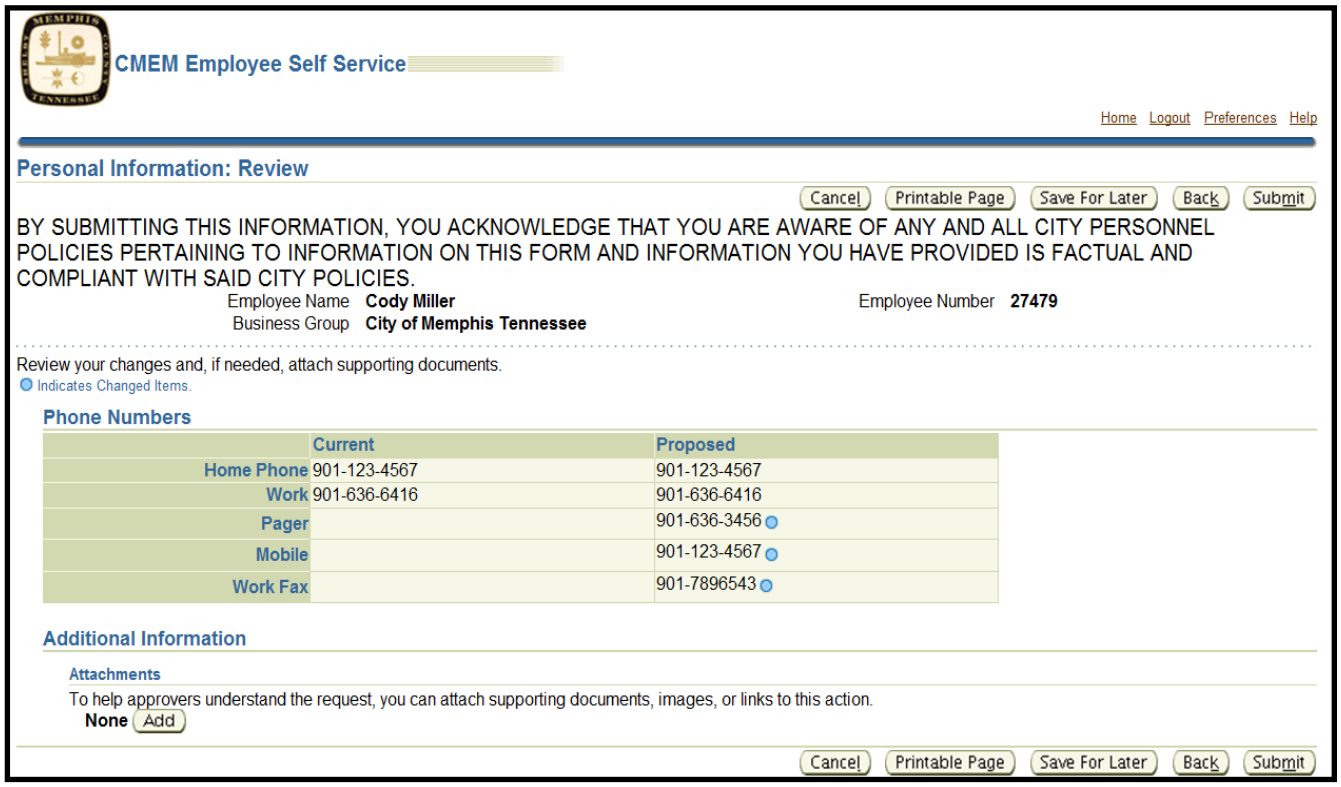
6. Clink the **"Next"** button



7. Review your proposed changes

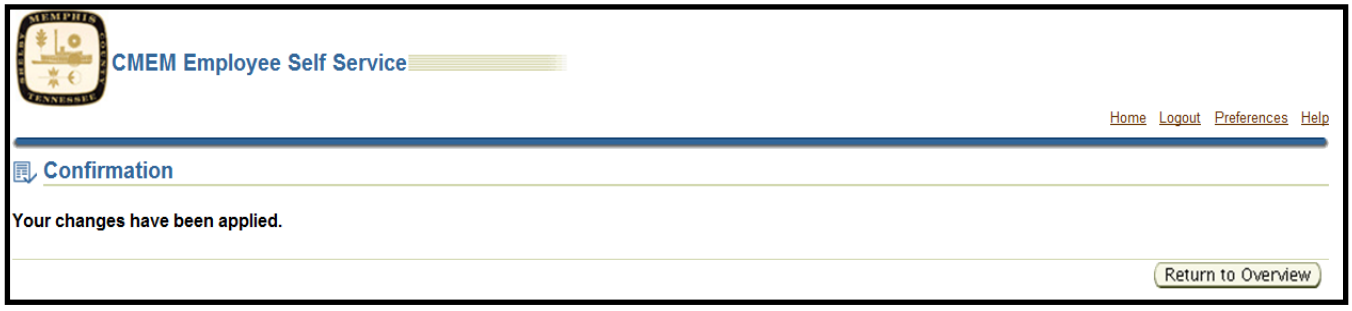
8. Click on **"Submit"** button

9. After submitting your changes you will received a confirmation notice **that your changes has been applied**



10. Click on **"Return to Overview"** button to confirm changes.

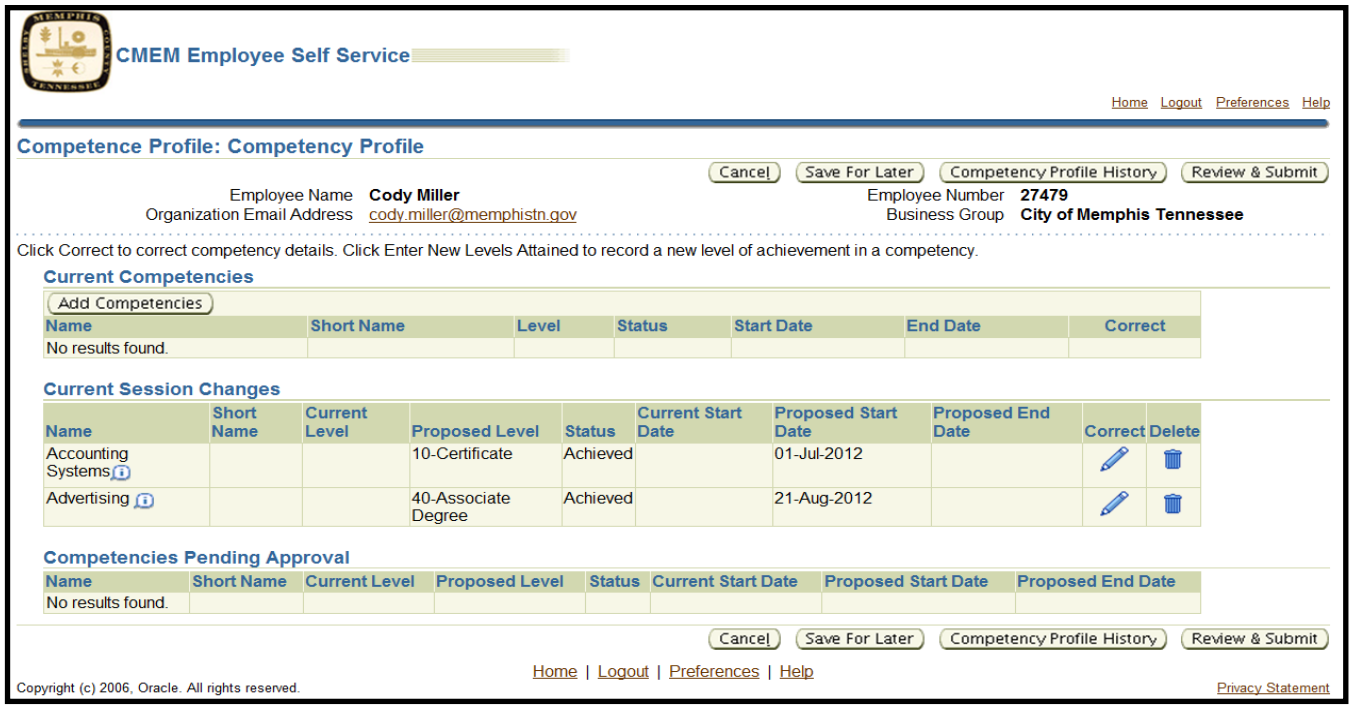
11. Click on **"Home"** Link to return to Home Page



ESS8 – Competence Profile

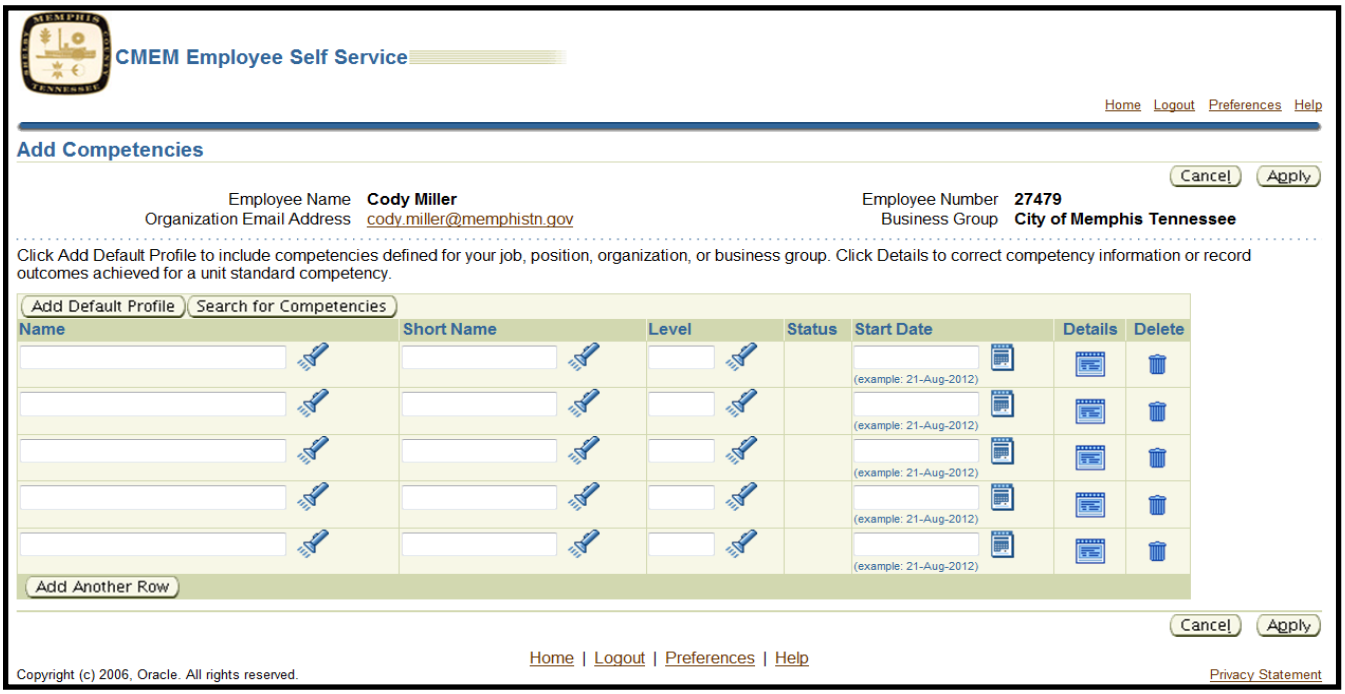
8.1 – View/Update Employee's Competence Profile

1. Click on **CMEM Employee Self Service**
2. Click on **Competence Profile**
3. View Your Competence Profile
4. Click on **"Add Competencies or New Levels Attained"**



8.2 – Adding Competencies

1. After selecting the **Add Competencies** button
2. The next screen will be prompt you for the following methods of input:
   a. Add Default Competencies Profile (has to be set-up at various levels, i.e., Divison, Service Center or Position)
   b. Search tab for Competencies
   c. Activate the search icon (flashlight)
3. Each competencies profile should have the following entries:
   a. Name of Competencies
   b. Level (if applicable)
   c. Status (auto-populate)
   d. Start date
4. When completed adding all competencies click the **Apply** button



5. Review and submit updates

6. Note: Changes are located in the Current Session Changes

8.3 – New Levels Attained

1. After selecting the **"Competency Profile"** button

2. Notice there is a **"New Level Attained"** tab; click on the new tab

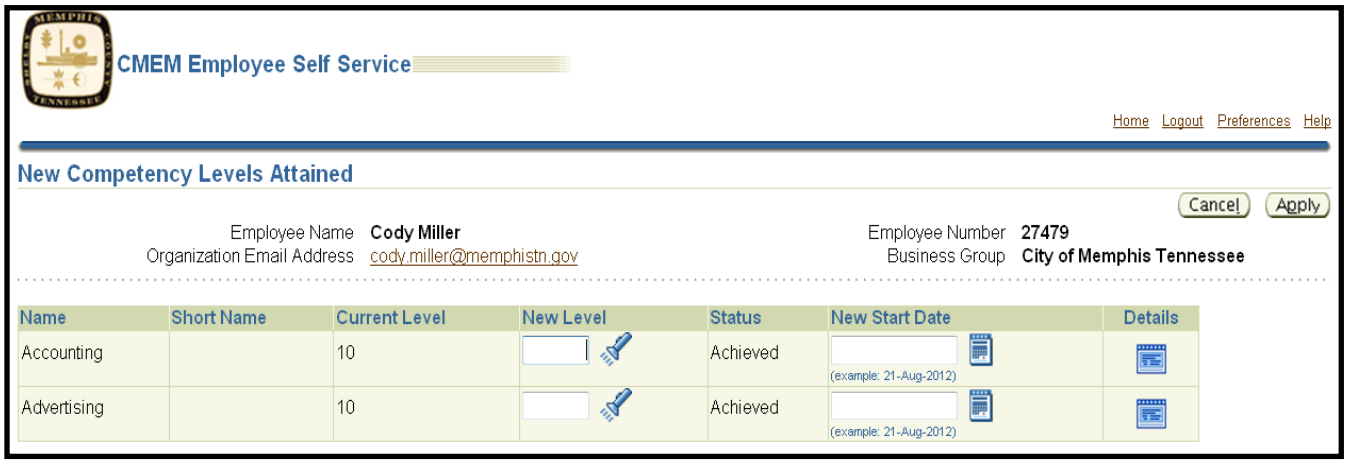
3. Activate new level for previously established Competence(ies) – select flashlight icon to select new level

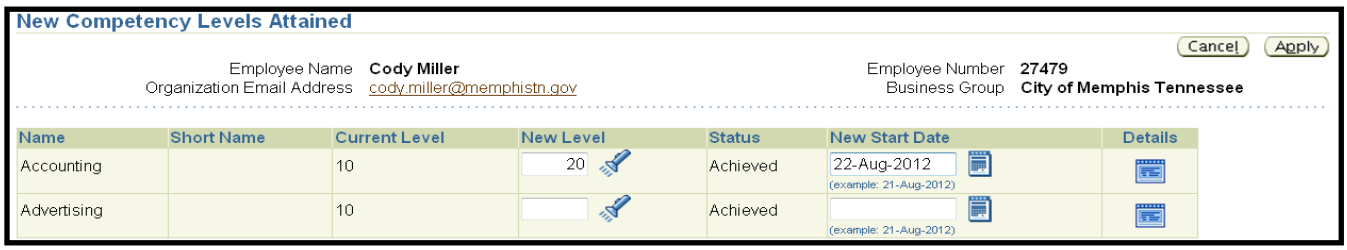
4. Input new desired level by selecting radio button

   Note: Percent (%) sign is a wildcard which allow you to view categories of available selections

5. Upon completion (change level from 10 to 20)

6. Enter New Start Date which cannot be beyond current system date

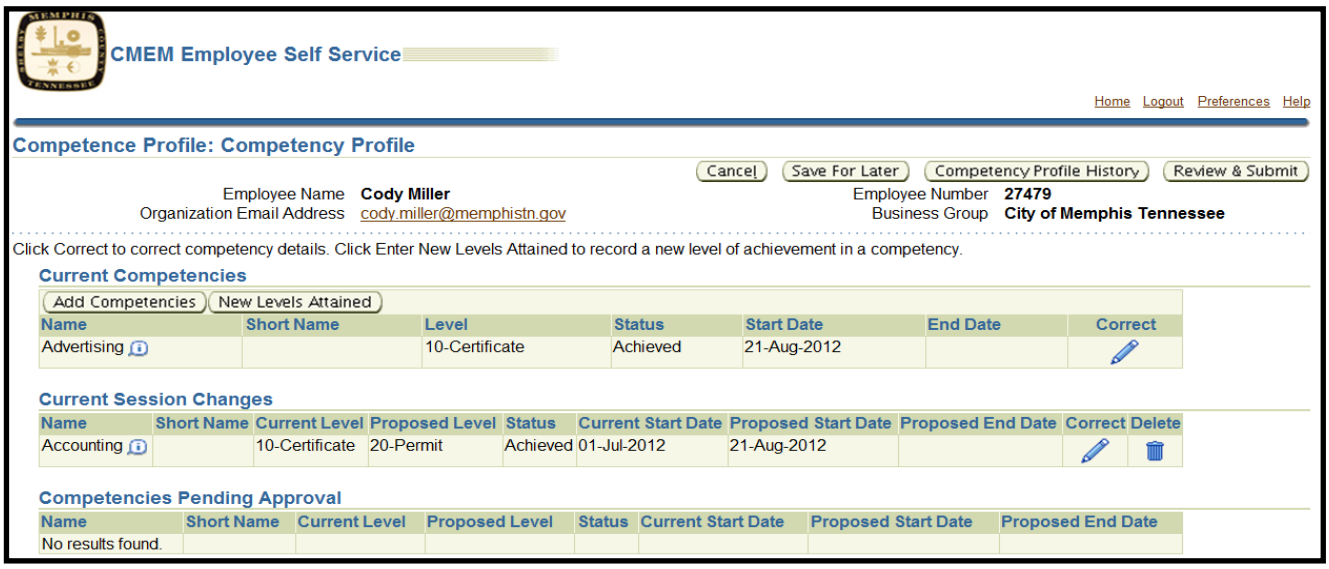




7. Click **"Apply"**

8. The updates have been added to the **Current Session Changes**

9. Upon verification - Click **"Review & Submit"**



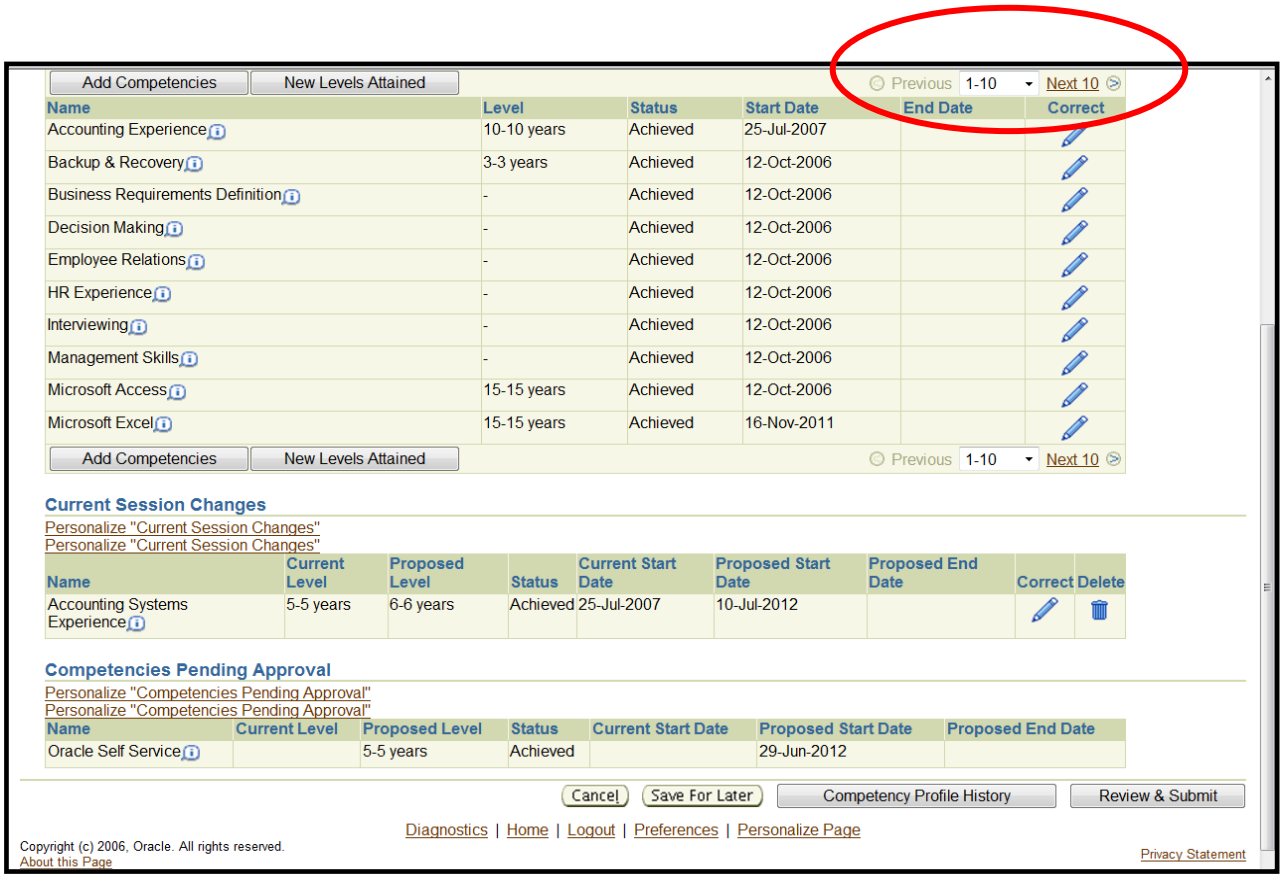
10. If satisfied with current updates click **"Submit"**

11. Confirmation of change(s) has been submitted to supervisor for approval

12. To view additional competencies click the directional arrow to view next five (5) records

13. Repeat steps 3 thru 10 above until all desired competencies are updated

14. Click the **Apply** button when completed selecting desired competencies


Add Competencies
New Levels Attained
Previous 1-10 Next 10
Name | Level | Status | Start Date | End Date | Correct
Accounting Experience | 10-10 years | Achieved | 25-Jul-2007
Backup & Recovery | 3-3 years | Achieved | 12-Oct-2006
Business Requirements Definition | - | Achieved | 12-Oct-2006
Decision Making | - | Achieved | 12-Oct-2006
Employee Relations | - | Achieved | 12-Oct-2006
HR Experience | - | Achieved | 12-Oct-2006
Interviewing | - | Achieved | 12-Oct-2006
Management Skills | - | Achieved | 12-Oct-2006
Microsoft Access | 15-15 years | Achieved | 12-Oct-2006
Microsoft Excel | 15-15 years | Achieved | 16-Nov-2011
Add Competencies
New Levels Attained
Previous 1-10 Next 10
Current Session Changes
Personalize "Current Session Changes"
Personalize "Current Session Changes"
Name | Current Level | Proposed Level | Status | Current Start Date | Proposed Start Date | Proposed End Date | Correct | Delete
Accounting Systems Experience | 5-5 years | 6-6 years | Achieved | 25-Jul-2007 | 10-Jul-2012
Competencies Pending Approval
Personalize "Competencies Pending Approval"
Personalize "Competencies Pending Approval"
Name | Current Level | Proposed Level | Status | Current Start Date | Proposed Start Date | Proposed End Date
Oracle Self Service | | 5-5 years | Achieved | | 29-Jun-2012
Cancel
Save For Later
Competency Profile History
Review & Submit
Diagnostics | Home | Logout | Preferences | Personalize Page
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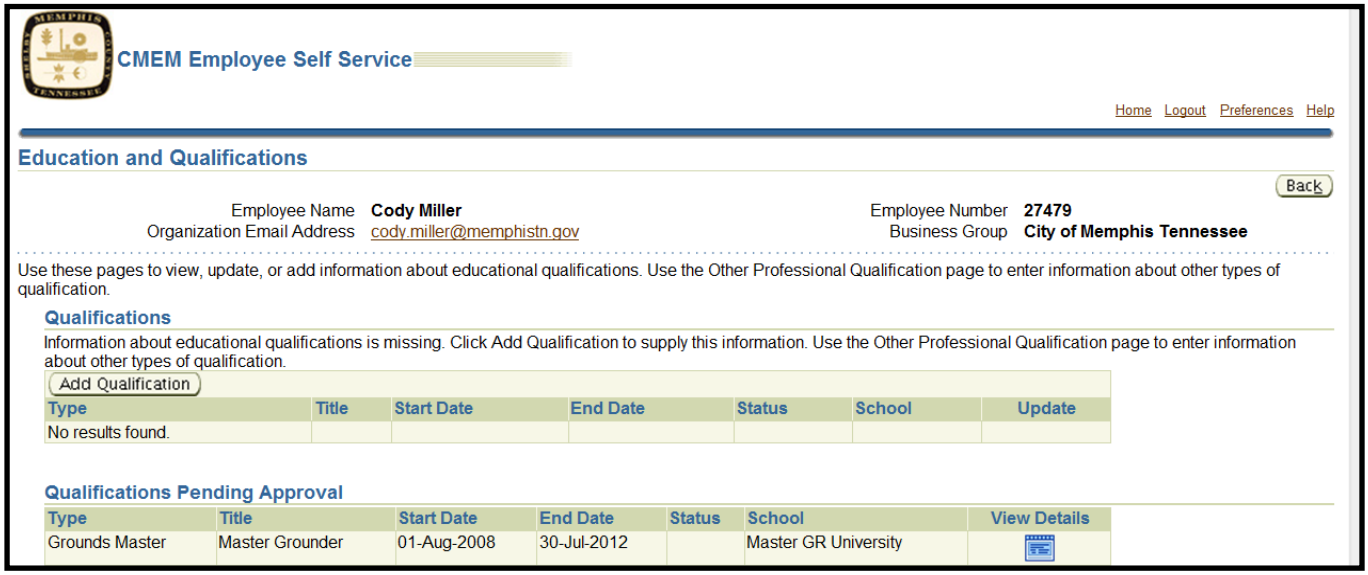
Privacy Statement

ESS9 – Education and Qualifications

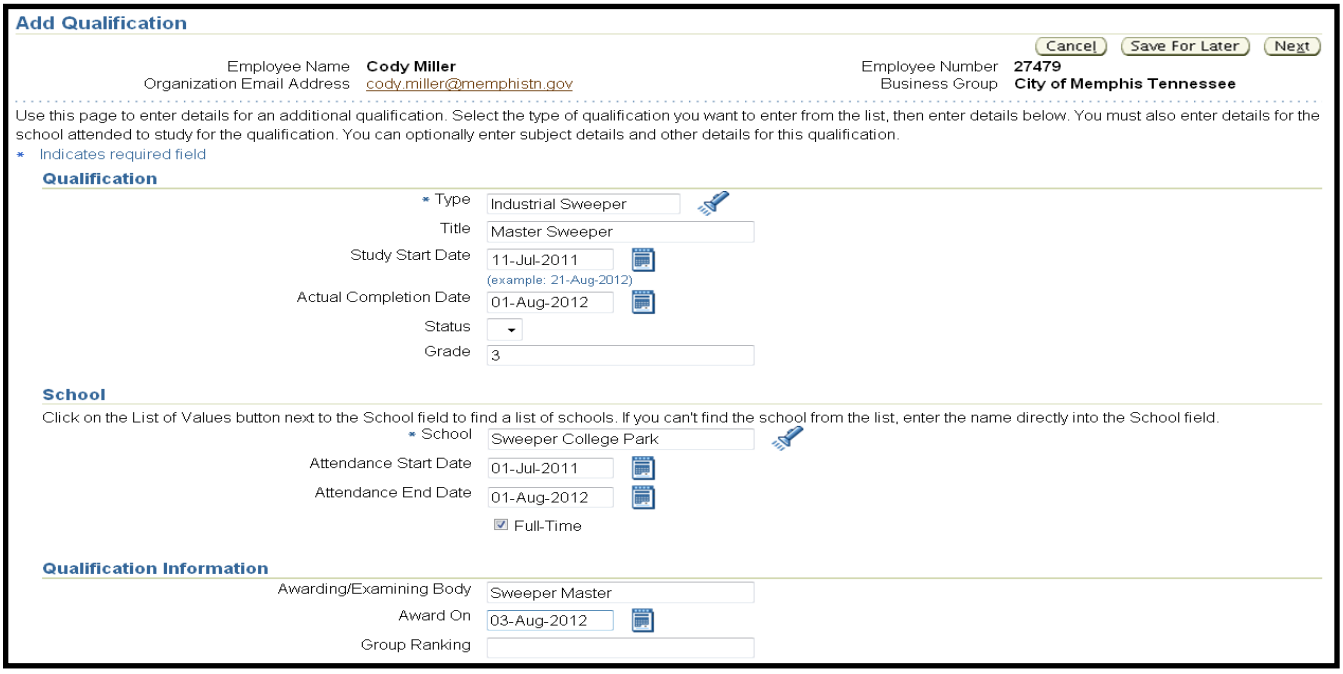


9.1 – View Education and Qualifications

1. Click on **CMEM Employee Self Service**
2. Click on **Education and Qualifications**
3. View educational background

9.2 – Add Education and Qualifications

1. Click on the **Add Qualification** button
2. Enter the required data in the applicable field(s)
   a. Qualification
   b. School
   c. Qualification Information
   d. Subjects
   e. Training Information
   f. Comment
3. Click **"Next"**



4. Review the Education and Qualifications page, and click **"Submit"** when completed

5. **Note:** Alert to attach required supporting documents

6. Confirmation of changes are pending for approval

7. Click the Home button to return to the functionality page

CMEM Employee Self-Service

Summary

1. _____

2. _____

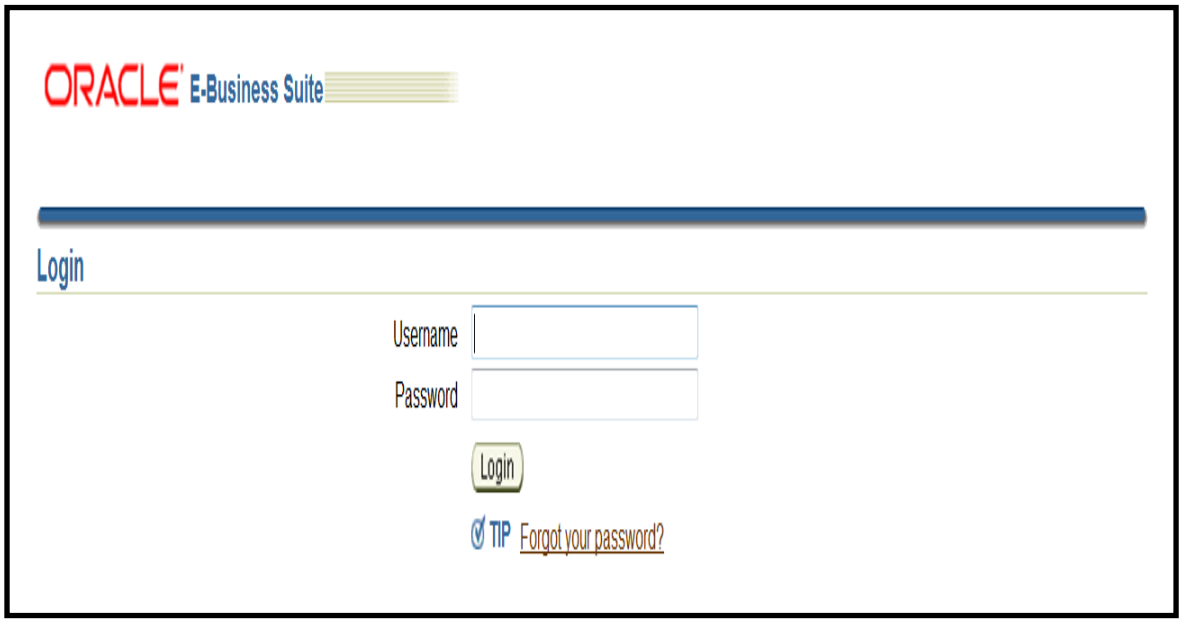
3. _____

4. _____

5. _____

City Of Memphis

Oracle Self-Service Training



CMEM Manager Self-Service

Presented by CMEM Human Resources Division

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CMEM Manager Self-Service

Home Page

From the Navigator page, select CMEM Manager Self-Service.

Remember:

Law No. 1 **Do not use the internet browser back button**

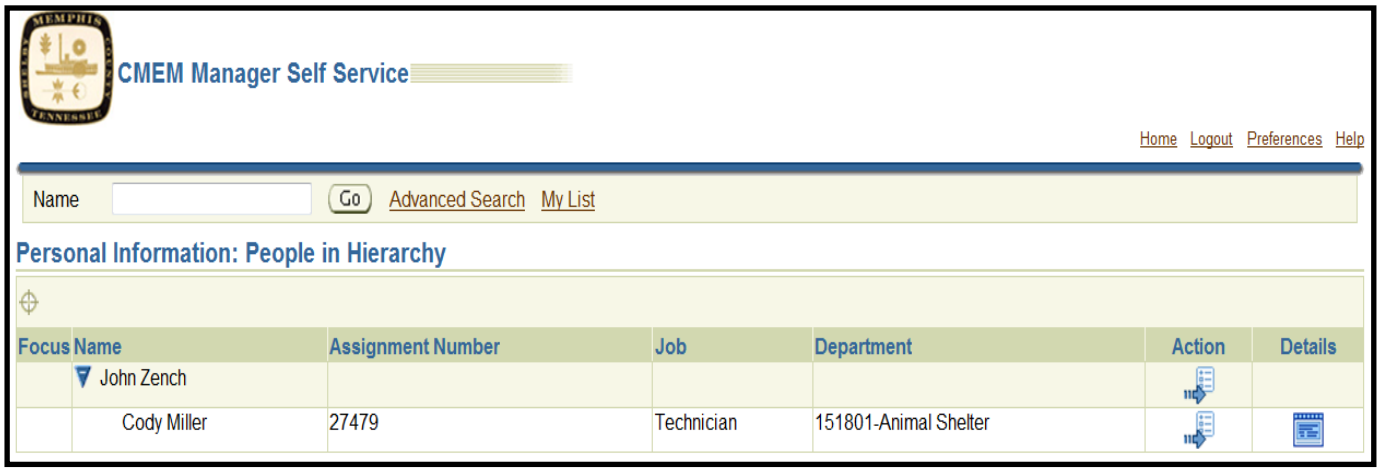
Law No. 2 **Do not use Post Office Box addresses**

Back	**Back** button	Use the **Back** button to return to the previous screen.
Home Home	**Home** button	Use the **Home** button or **Home** Link on your CMEM screen to return directly to your Personal Home Page
	Action button	Click on the **Action** button to view, enter or update information relating to the selected Employee
	Details button	Click on the **Details** button to view Summary, Person and Assignment details for the selected Employee

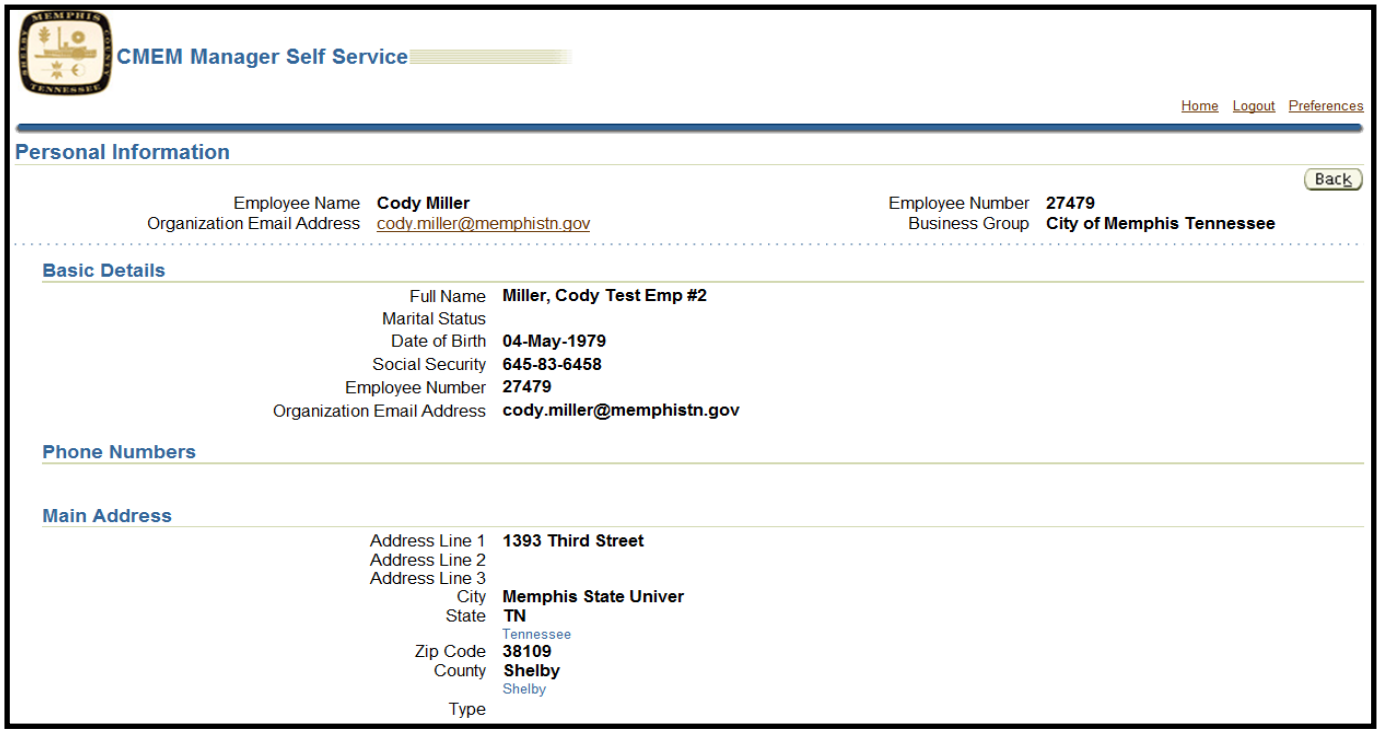
MSS1 – Personal Information

1.1 – View Employee Personal Information

1. Click on CMEM Manager Self Service responsibility
2. Click on **Personal Information**



3. Select Employee by clicking arrow under Action column
4. View Employee's personal Information.

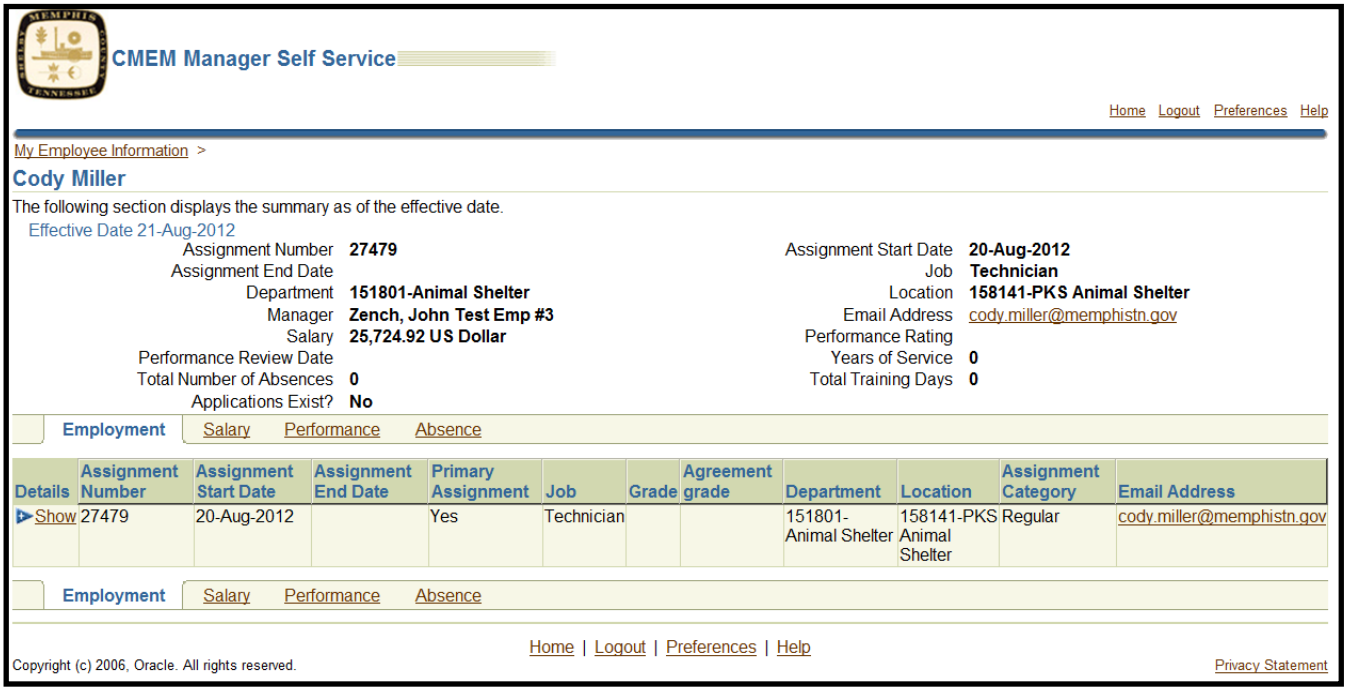


5. Click **"Back"** button to return

MSS2 – My Employee Information

2.1 – My Employee Information

1. Click on CMEM Manager Self Service responsibility
2. Click on My Employee Information
3. Click Employee Name to view details



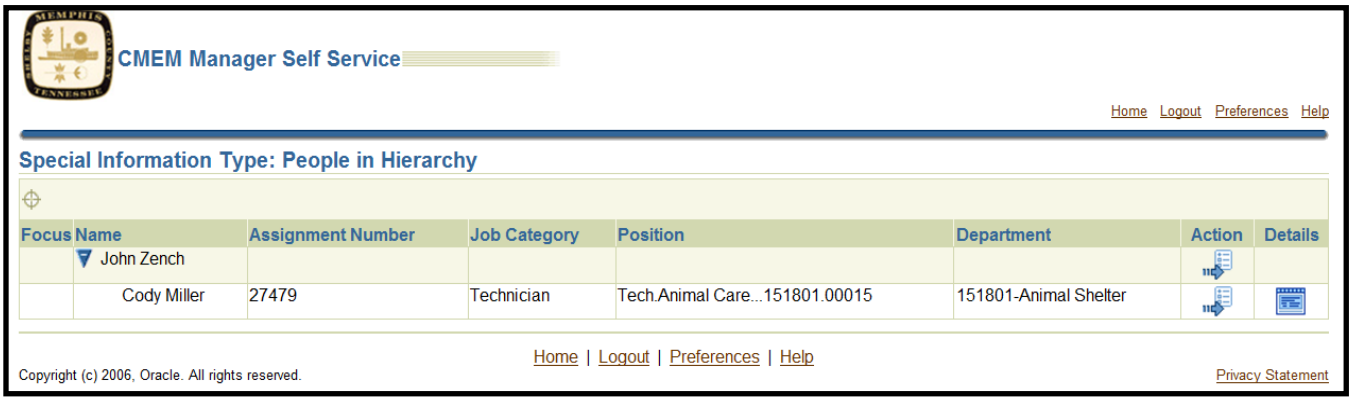
4. Click on Salary Tab
5. Click on Performance Tab
6. Click on Absence Tab
7. Click **"Home"** to return to home page

Note: If no data has been entered or it is not applicable to you, the field will display "No Data Exists".

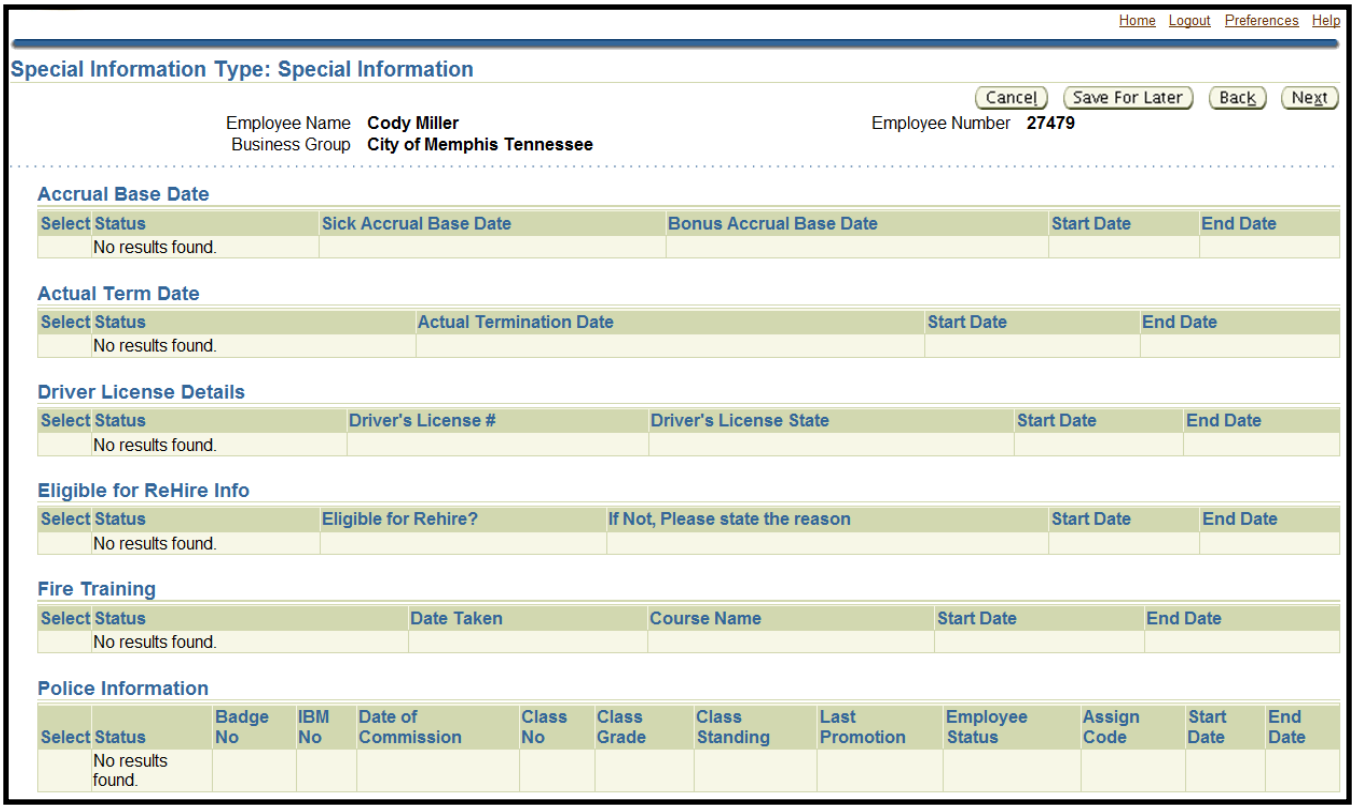
MSS3 – Special Information

3.1 – View Special Information Types

1. Click on CMEM Manager Self Service responsibility
2. Click on Special Information



3. Select Employee by clicking arrow under Action column

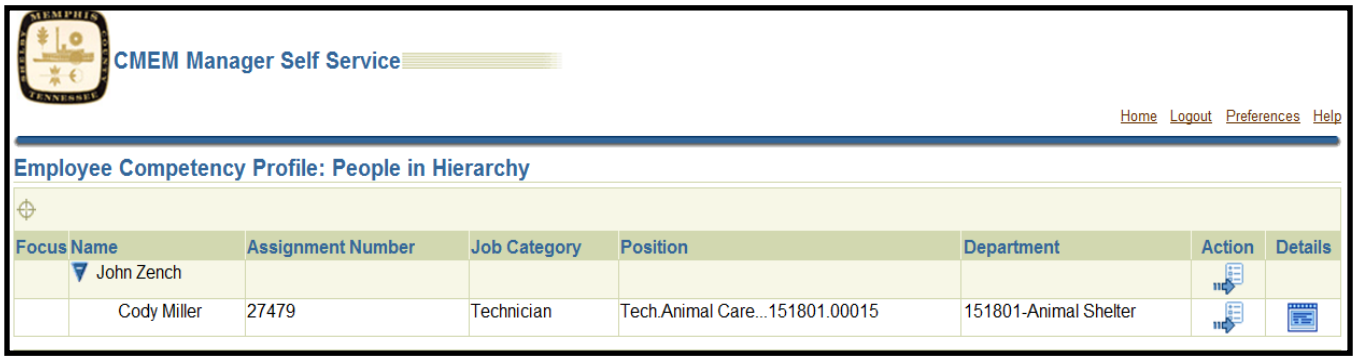


4. View Special Information Data
5. Click **"Home"**

MSS4 – Competency Profile

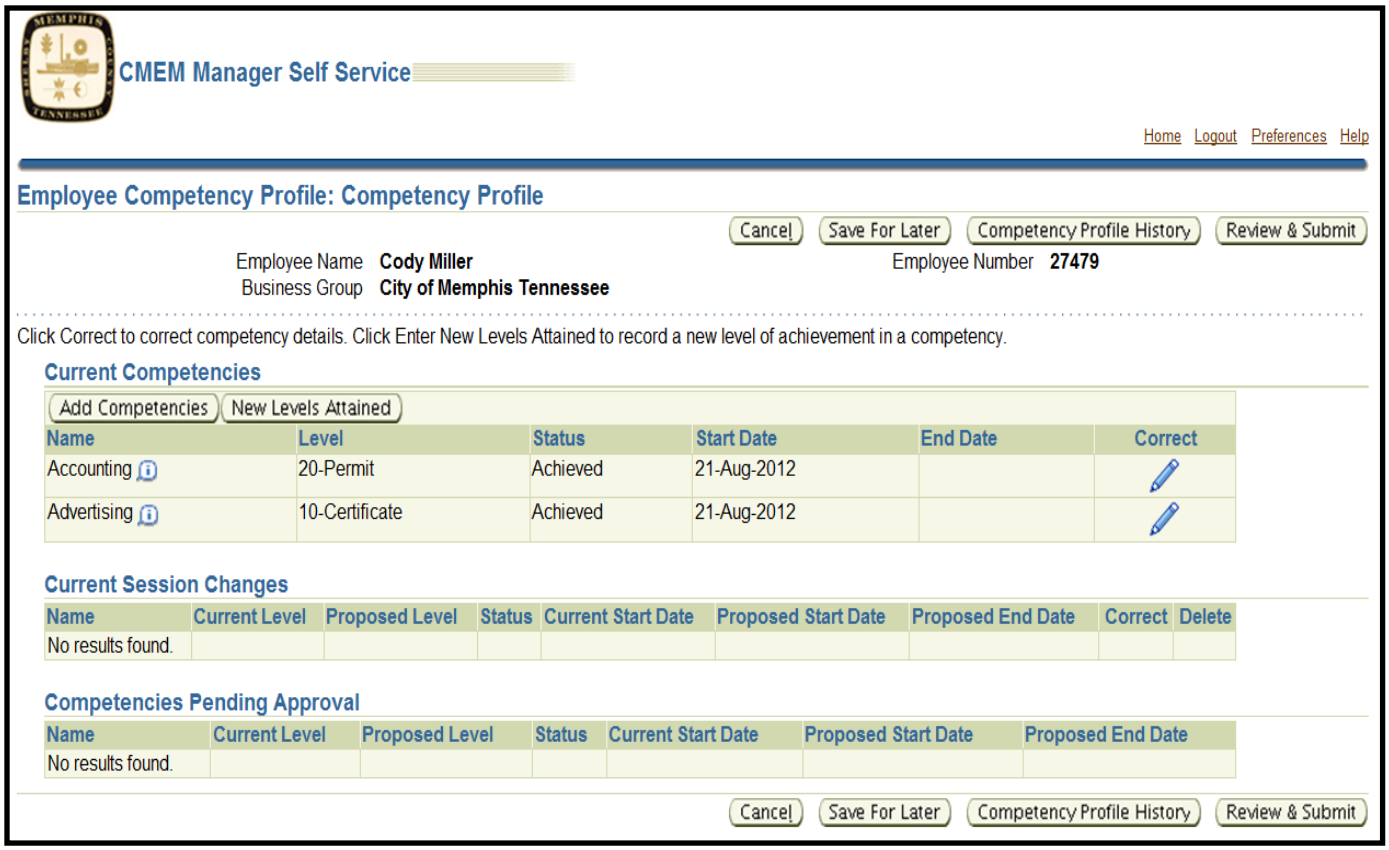
4.1 – View/Add/Update Employee's Competence Profile

1. Log on to application using the CMEM Manager Self Service responsibility and navigate to the **Competence Profile** function



2. Click on the **Action** icon for the appropriate Employee It will take you to Competence Profile screen

3. View Employee's Competence Profile **(Note: Reference ESS8 Pg 22 for Adding and Updating Competencies)**

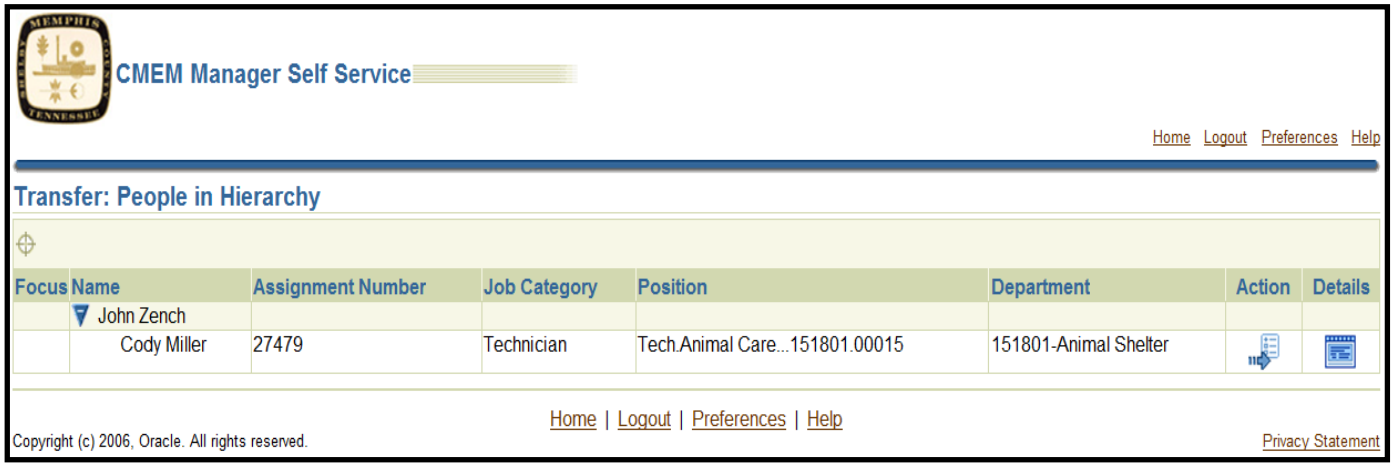


4. Click on the **Home** link to return to Personal Home Page

5.1 – Transfer Employees

1. Select responsibility **"CMEM Manager Self Service"**
2. Select menu option **"Transfer"**

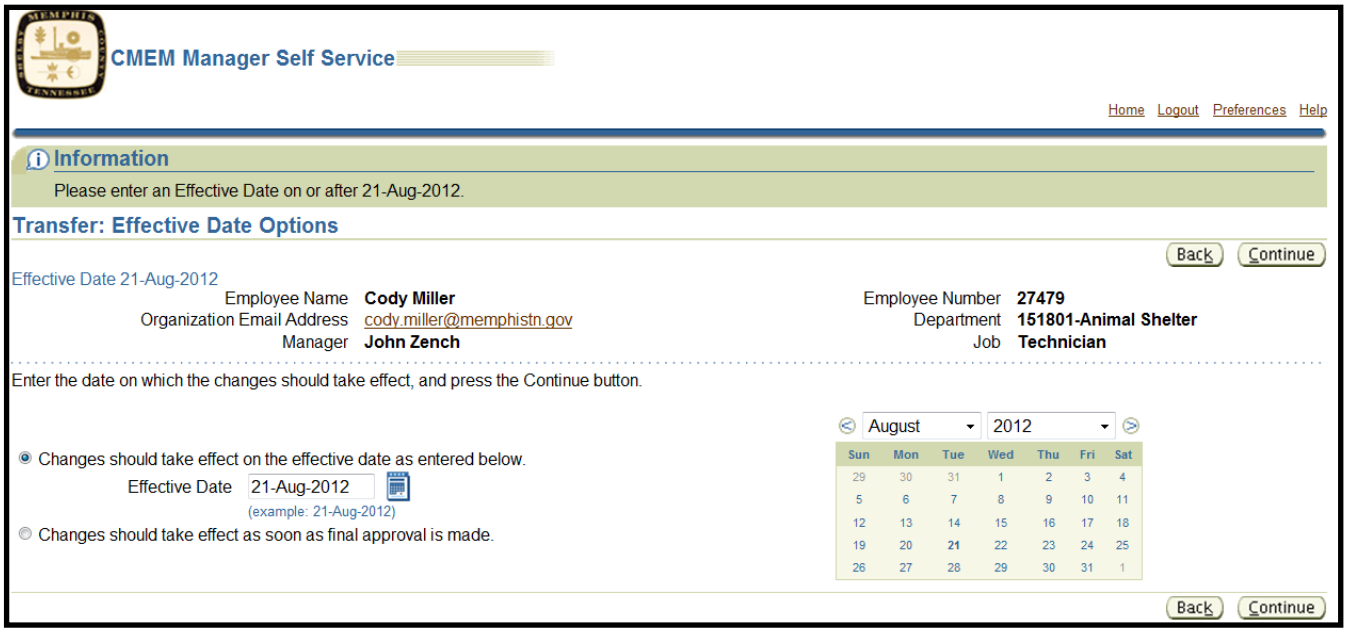
3. Select an Employee from the Hierarchy or Search for an Employee
4. Click the icon in the **"Action"** Column



5. Enter an **Effective Date** changes should take effect

   Note: Please take notice of the enter date on or after time period

6. Click **"Continue"**

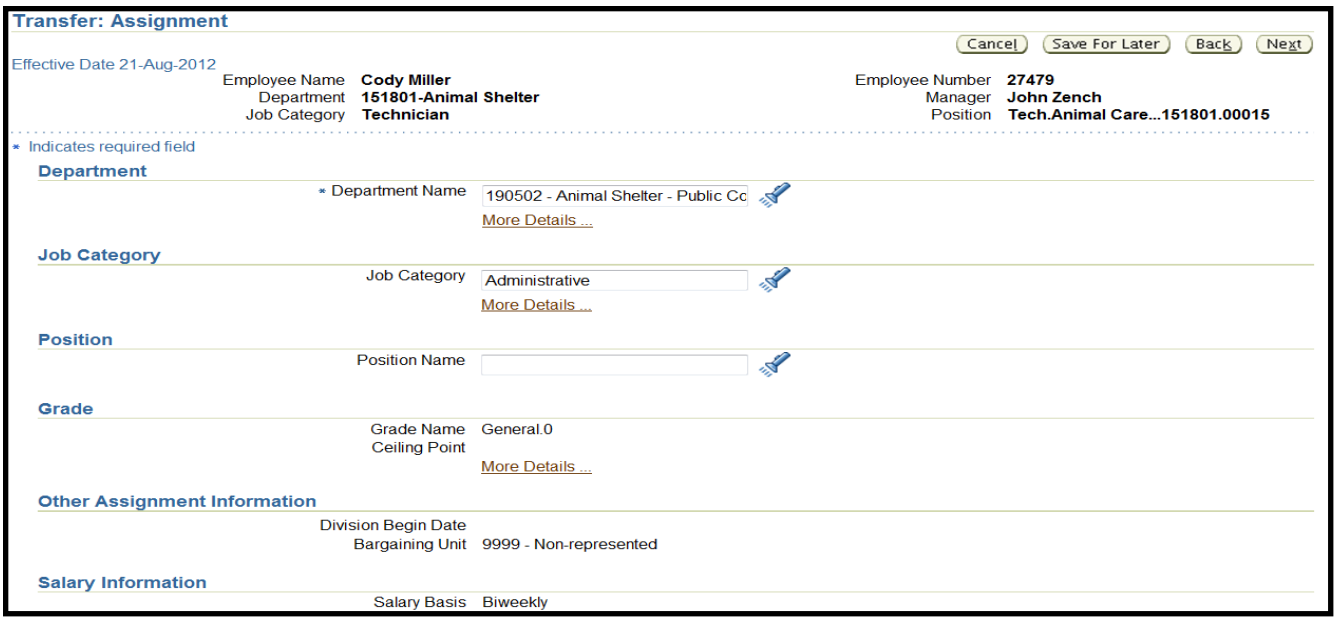


7. Enter New Department "190502-Animal Shelter

8. Enter new Job Category: "Administrative"

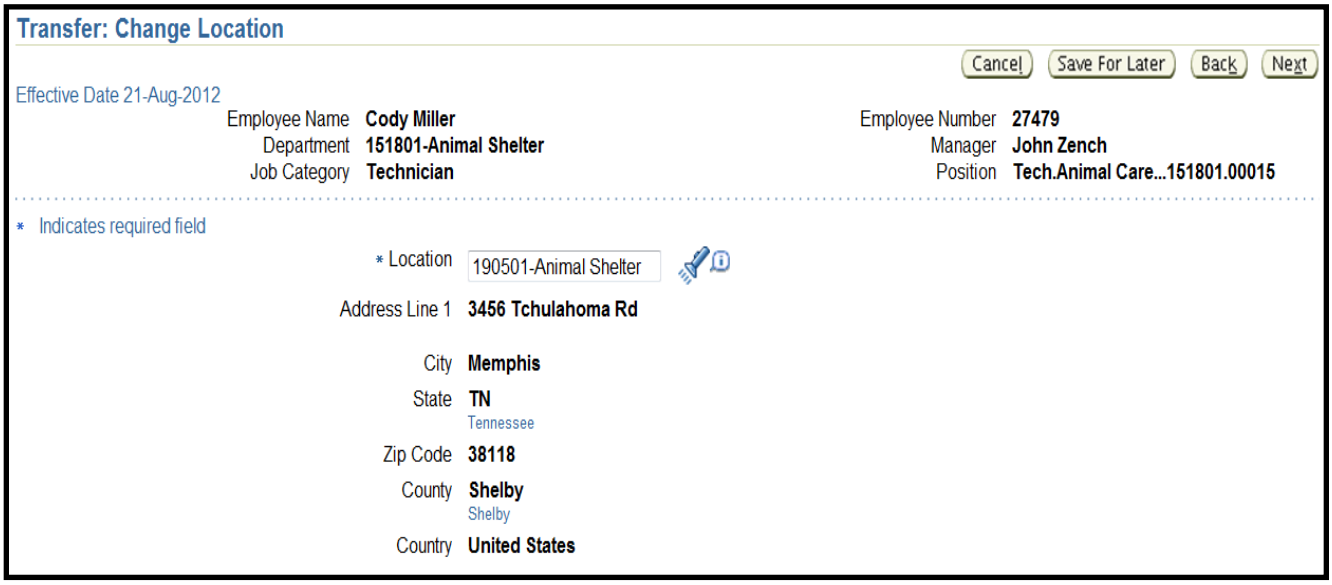
9. Enter a new Position from the list of values

10. Click **"Next"**



11. Enter new Location : "190501-Animal Shelter

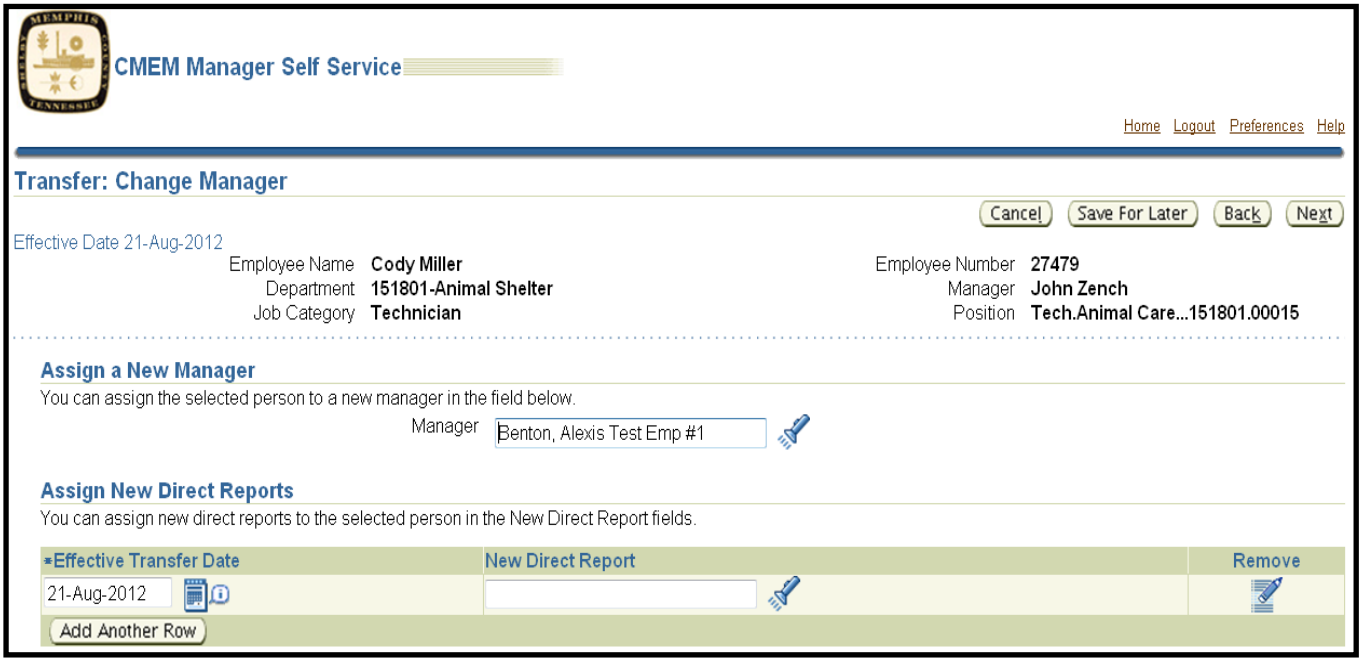
12. Click **"Next"**



13. Assign New Manager: Benton, Alexis Test Emp #1

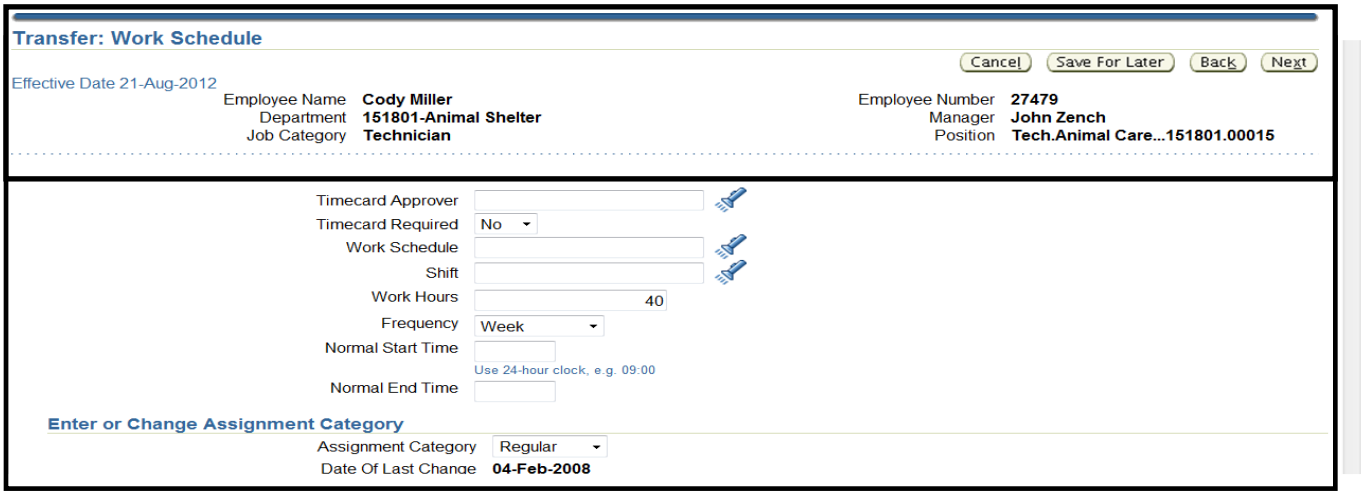
Note: If there are subordinates, their manager can be reassigned on this screen for the employee

14. Click **"Next"**



15. Enter Work Schedule Information if known

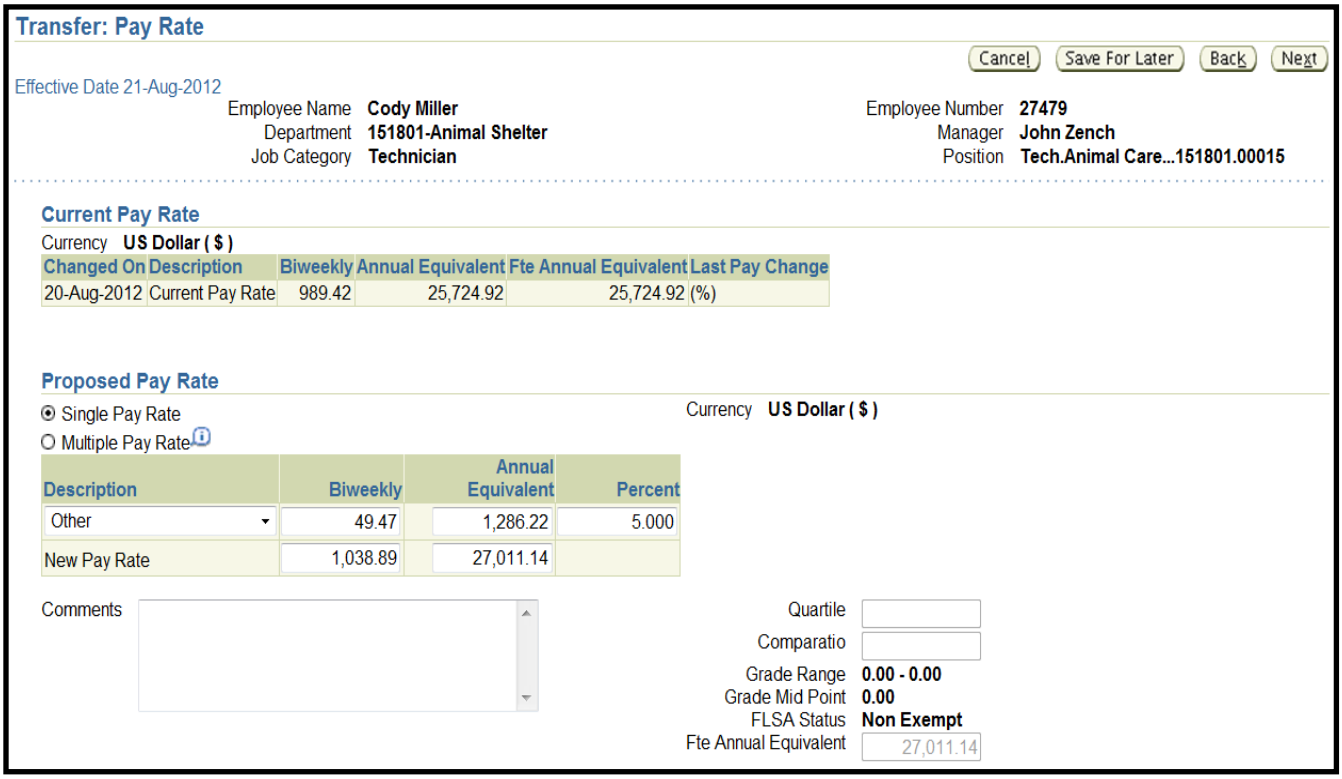
16. Click **"Next"**

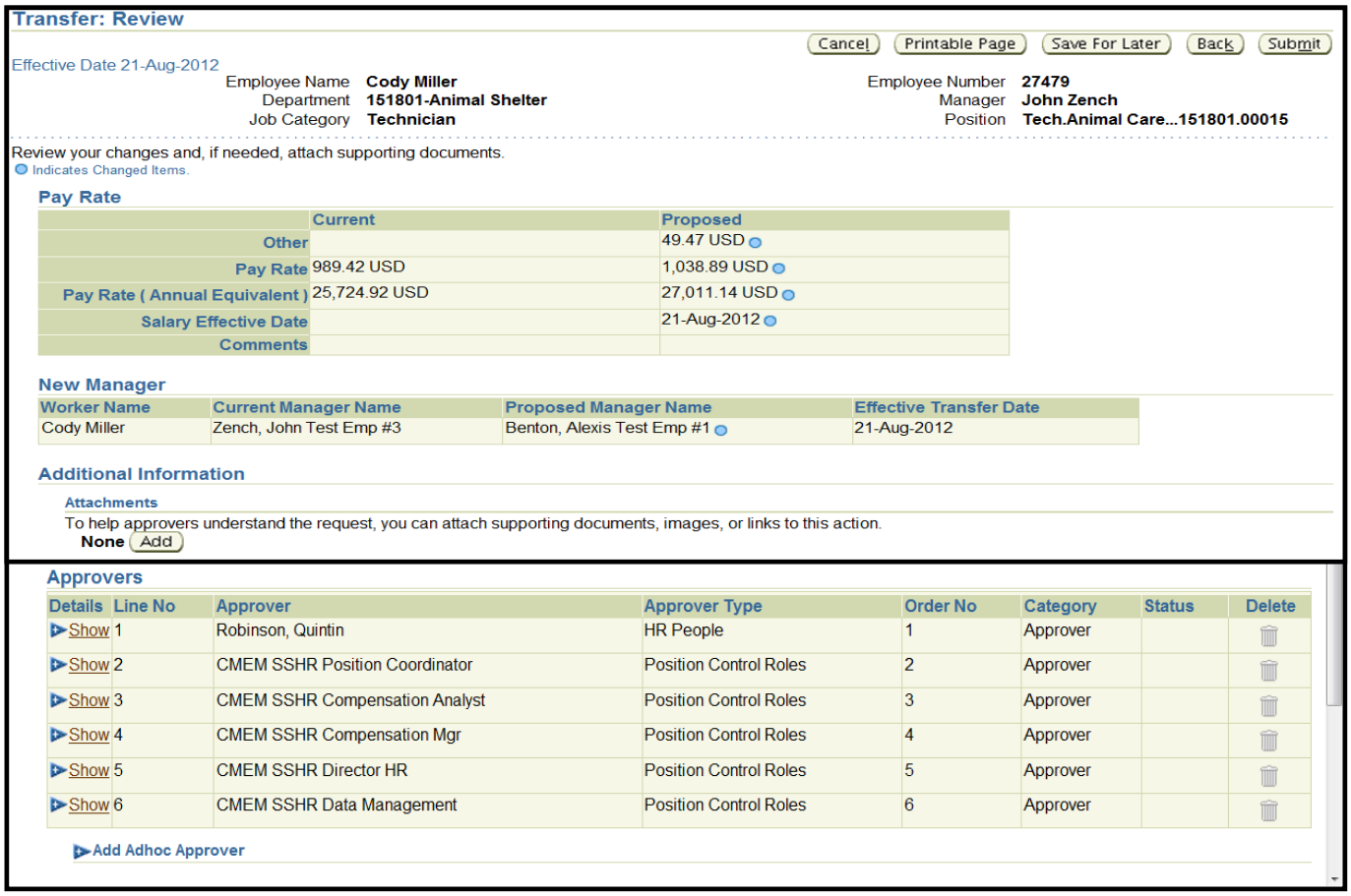


17. Enter New Pay Rate:

a. Description: "Other"
b. Percent: "5" (hit Tab button to see new values)

18. Click **"Next"**





19. Click **"Submit"** then there will be an confirmation that your changes has been submitted for approval

20. Click **"Home"**

21. Transfer actions must conform to the Manager Action Approvals process before the action is official.

22. The following actions require various levels of Manager Approval

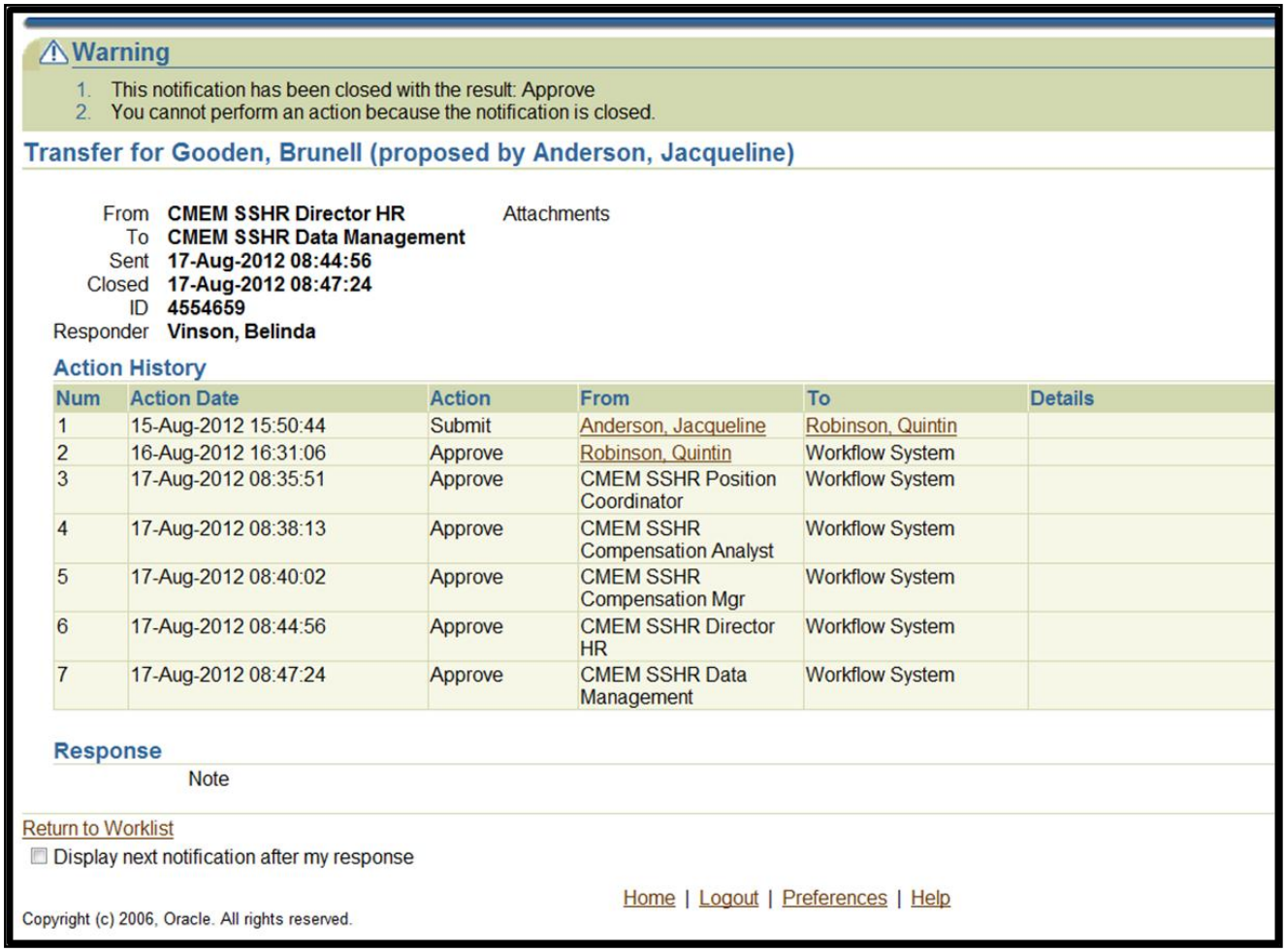
a. Transfer Employees
b. Change Managers
c. Change Pay
d. Change Position
e. Change Location
f. Edit Employees' Competencies

Note: The below screen shot is an example of the Manager Approval process

MANAGER ACTION APPROVALS

ACTION	APPROVERS
Transfer Employee	Division Director Position Coordinator Compensation Analyst Compensation Manager Director HR Data Management Benefits (post-approval FYI) (TBC – FT to PT change or vice versa)
Change Employee Location	Data Management
Change Employee Position	Division Director Position Coordinator Compensation Analyst Compensation Mgr Director HR Data Management Benefits (post-approval FYI) (TBC – FT to PT change or vice versa)

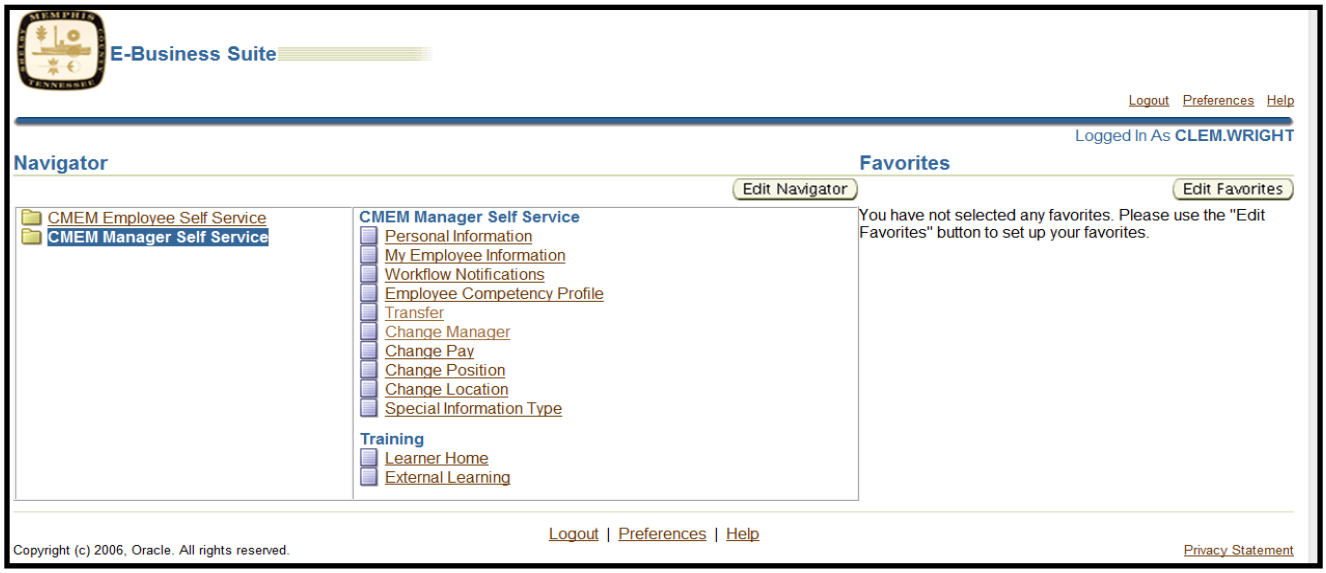
ACTION	APPROVERS
Change Employee Manager	Division Director Compensation Manager (post-approval FYI)
Pension – FICA change	Benefits (post-approval FYI)
Change Employee Pay	CMEM Division Director CMEM Compensation Analyst CMEM Compensation Mgr CMEM Director HR CMEM Data Management Benefits (post-approval FYI) (TBC)
Change Employee Competency	Employee (post-change FYI)



5.2 – Change Manager

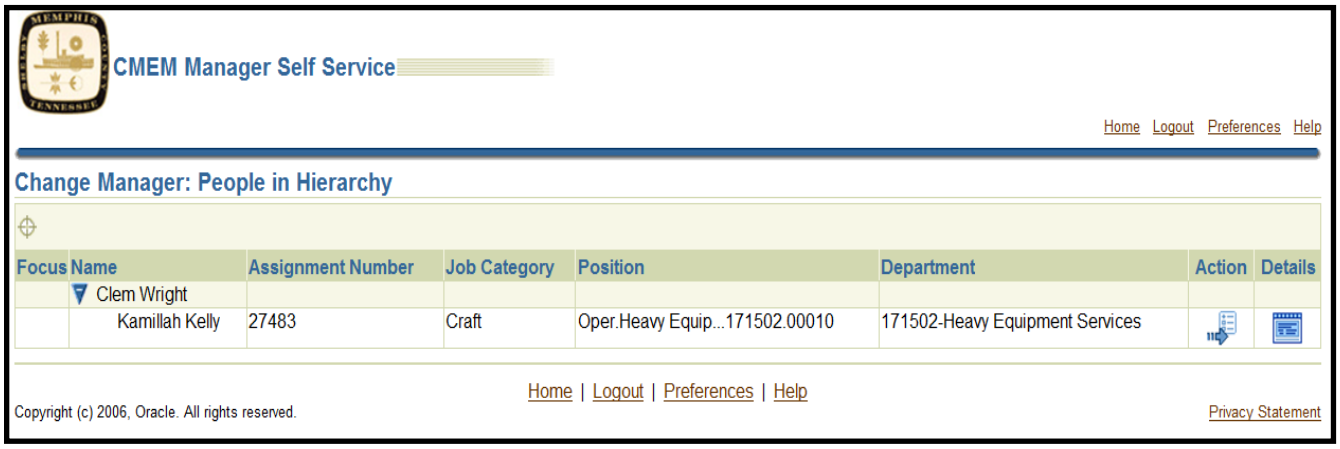
1. Select responsibility **"CMEM Employee Self Service"**

2. Select menu option **"Change Manager"**



3. Select an Employee from the Hierarchy or Search for Employee

4. Click the icon in the **"Action"** column



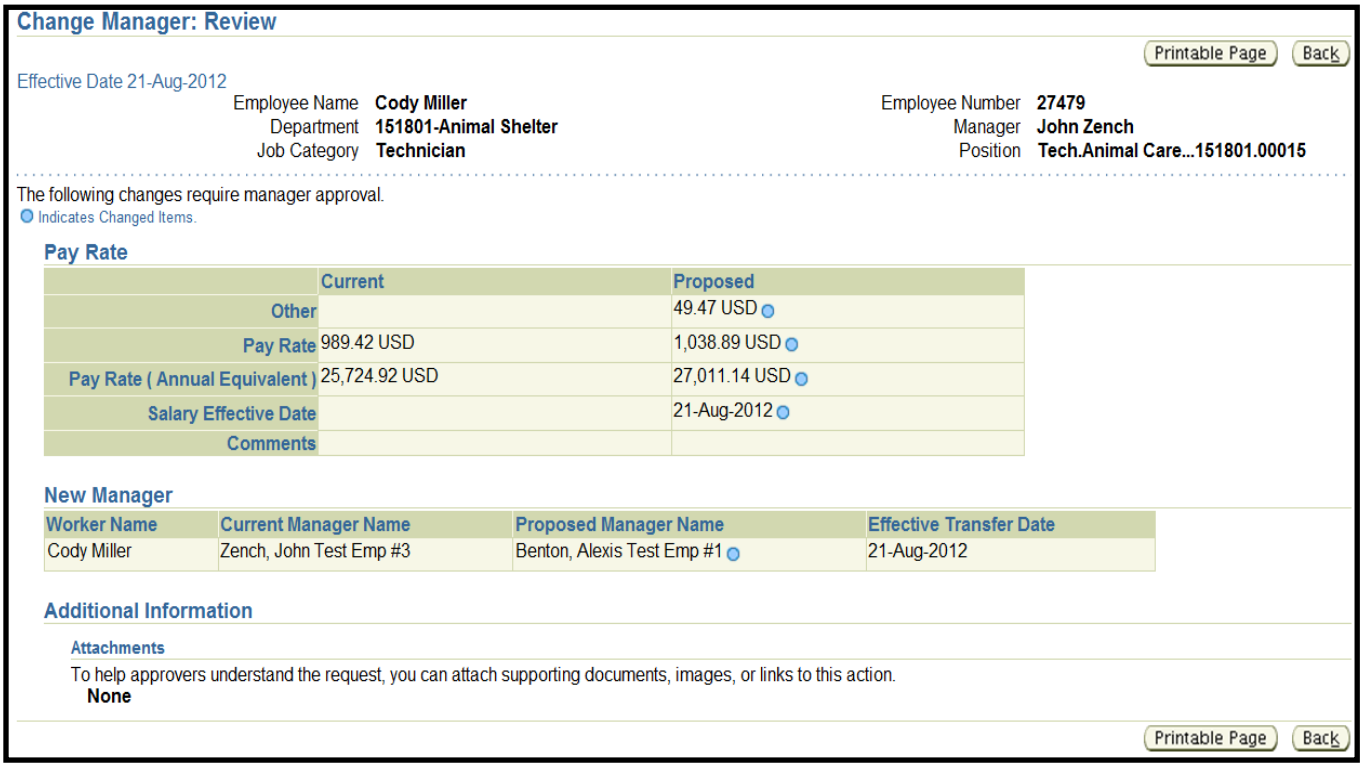
5. Actions that have been started but not approved will prevent Managers from processing and submitting another action

   Note: "Warning Alert" about pending action

6. Click **"Awaiting Approval of Others"** icon

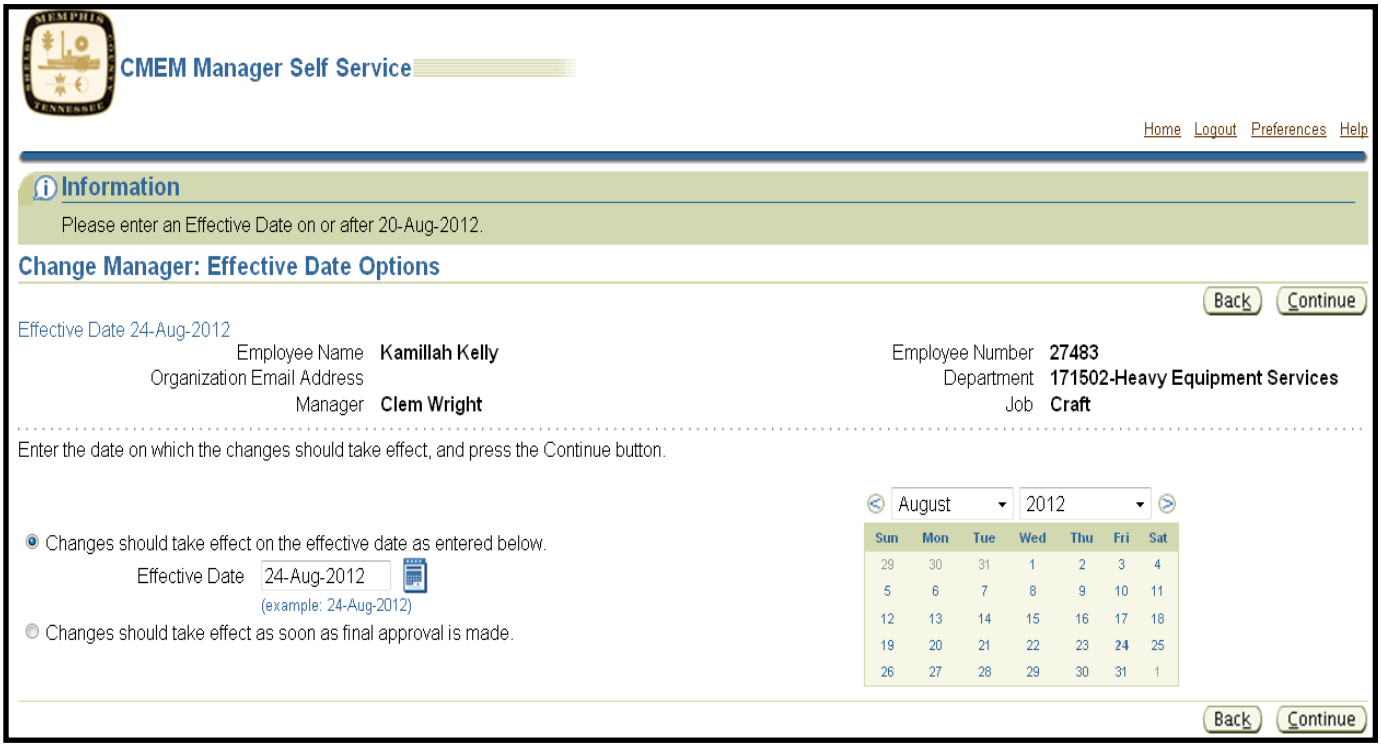
7. Review the action(s) and click **"Next"** when completed

8. Additionally, you can print this page for future reference



9. Enter an Effective Date

10. Click **"Continue"**



11. Assign New Manager: John Zench

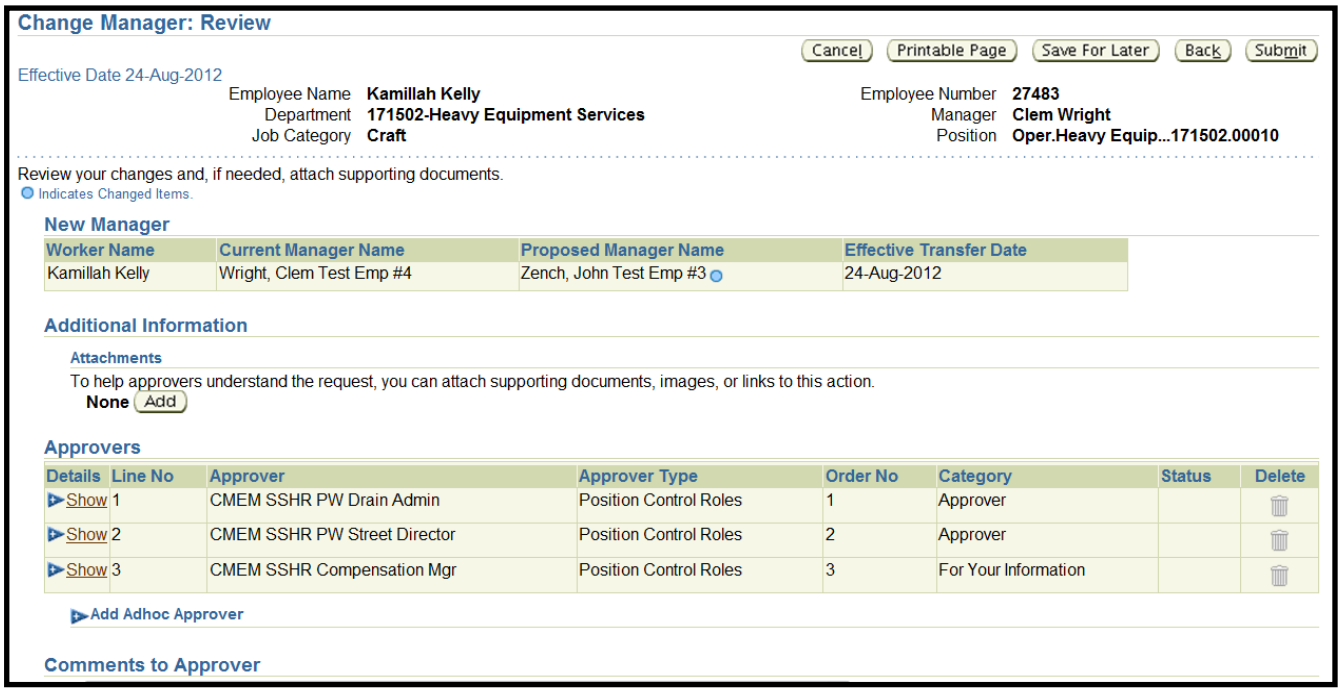
Note: If there are subordinates, their manager can be reassigned on this screen for the employee

12. Click **"Next"**

13. Click **"Submit"** **(*****CANCEL TRANSATION*****DO NOT CLICK SUBMIT******)**

Note: The **List of Approvers** is listed on this page; Change Manager's actions cannot be completed until the list of approvers has approved action.

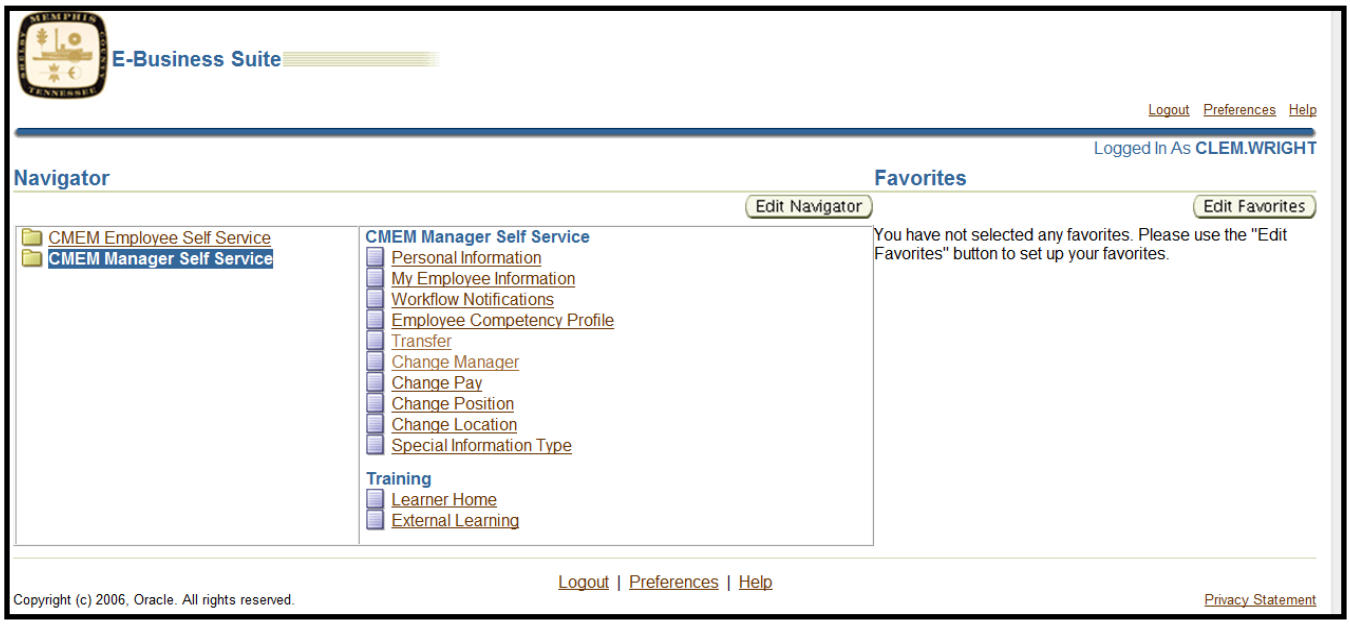
14. Click **"Home"**



5.3 – Change Pay

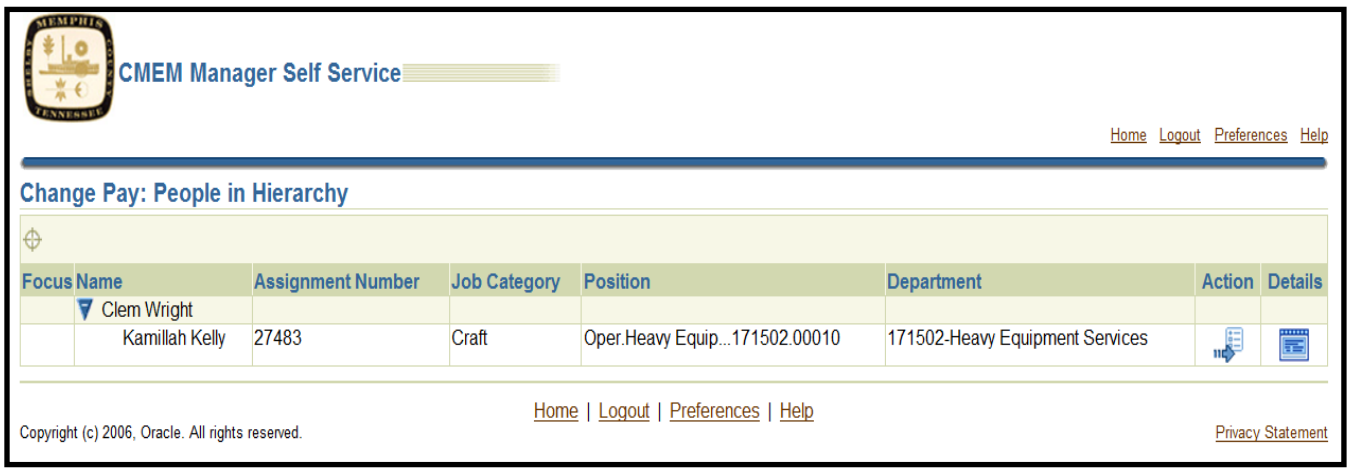
1. Select Responsibility **"CMEM Manager Self Service"**

2. Select menu option **"Change Pay"**



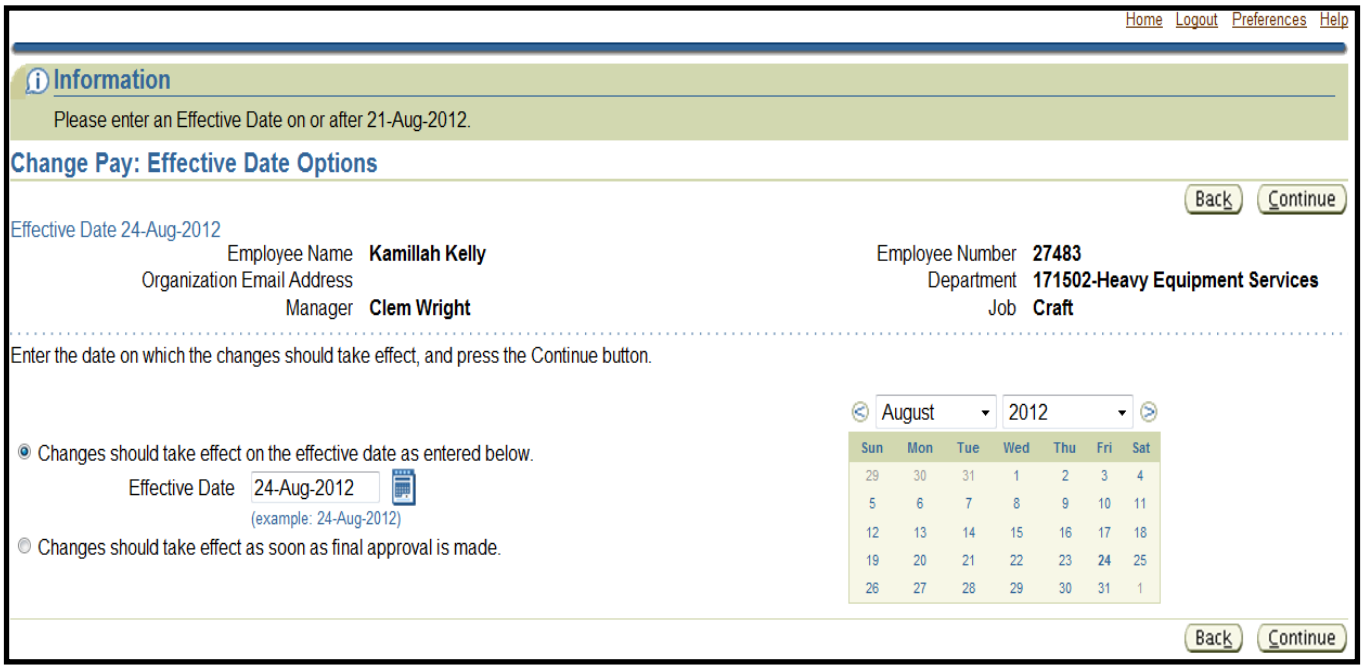
3. Select an Employee from the Hierarchy or Search for Employee

4. Click the icon in the **"Action"** column



5. Enter an Effective Date

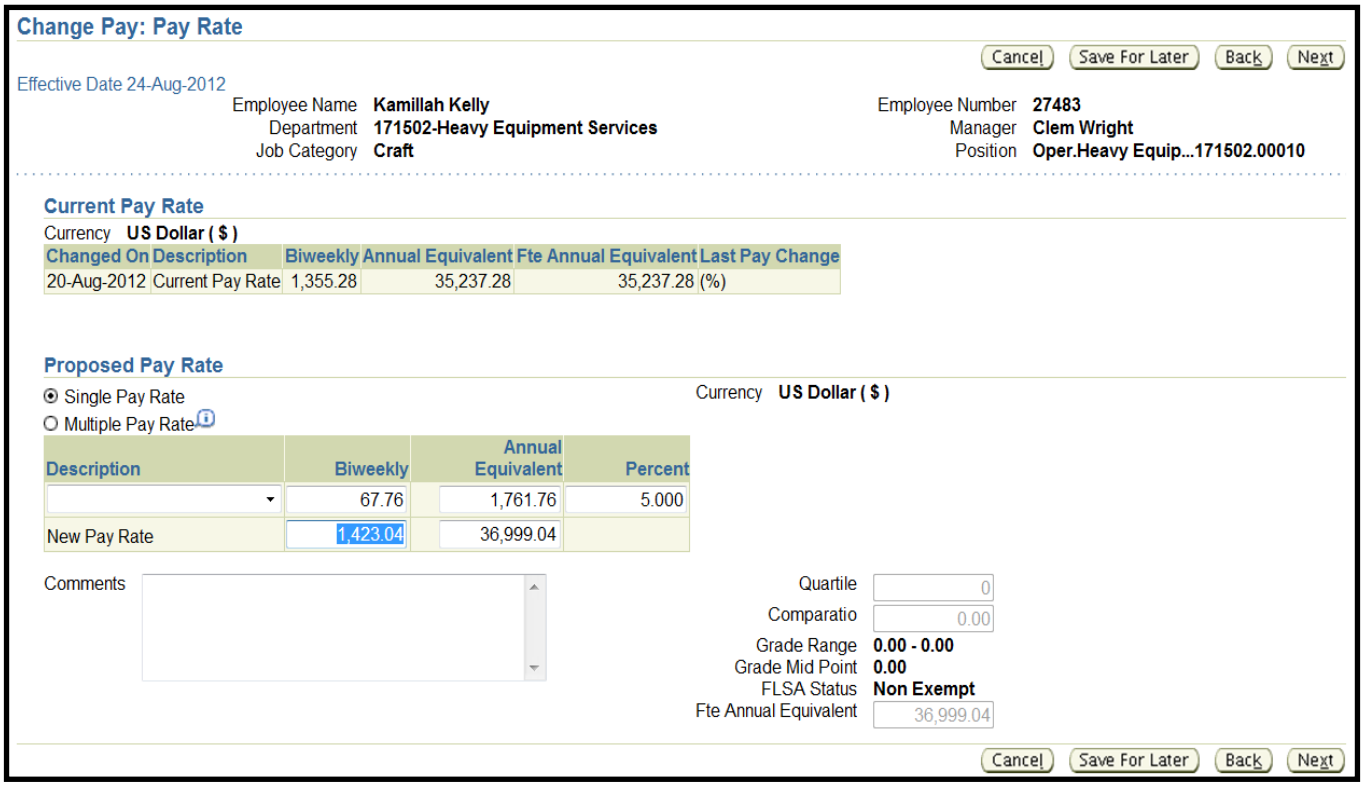
6. Click **"Continue"**



7. Enter the **"New Pay Rate"**

- Option to enter new pay rate as a **"Single or Multiple"**
- Ensure that you select the **"Description Dropdown Menu"** to enter the type of pay rate change
- Enter new pay rate **"Biweekly, Annual Equivalent or Percentage" (use 5% as the new pay rate)**

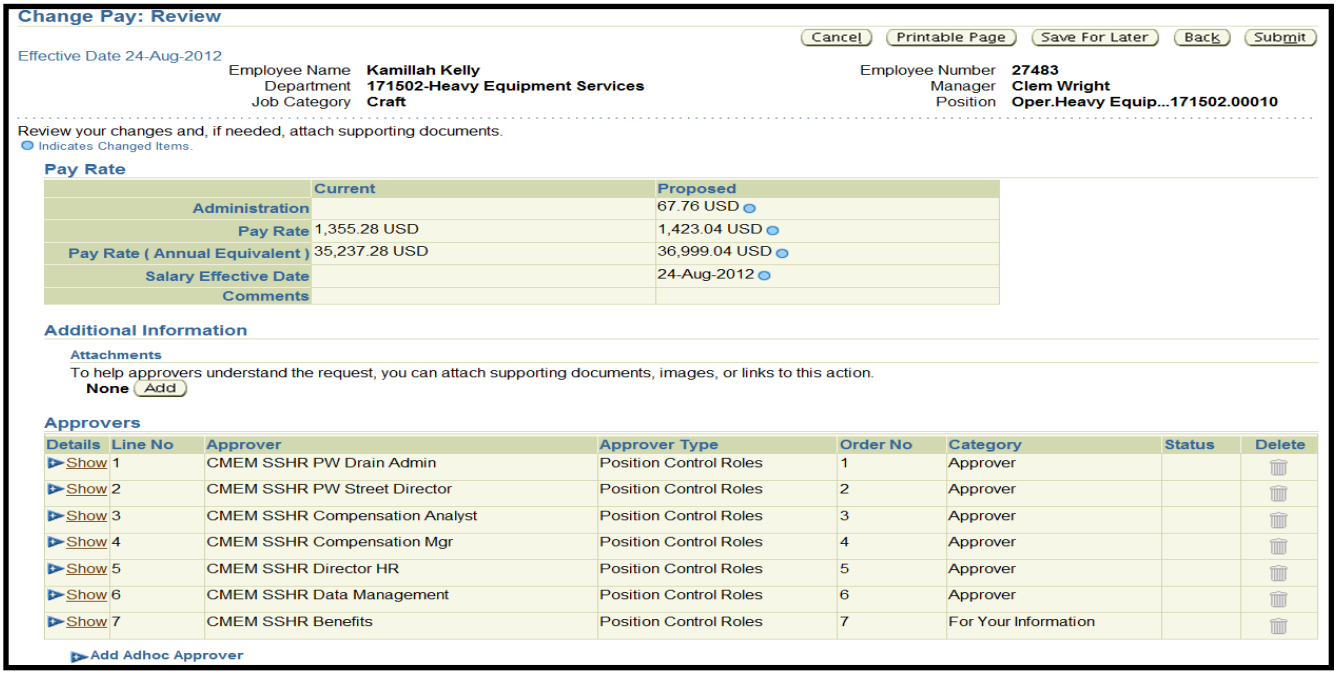
8. Click **"Next"**



13. Click **"Submit"** **(*****CANCEL TRANSATION*****DO NOT CLICK SUBMIT******)**

Note: The **List of Approvers** is listed on this page; Change Pay actions cannot be completed until the list of approvers has approved action.

14. Click **"Home"**



Change Pay: Review

Cancel | Printable Page | Save For Later | Back | Submit

Effective Date 24-Aug-2012

Employee Name **Kamillah Kelly** | Employee Number **27483**
Department **171502-Heavy Equipment Services** | Manager **Clem Wright**
Job Category **Craft** | Position **Oper.Heavy Equip...171502.00010**

Review your changes and, if needed, attach supporting documents.
Indicates Changed Items.

Pay Rate

	Current	Proposed
Administration		67.76 USD
Pay Rate	1,355.28 USD	1,423.04 USD
Pay Rate (Annual Equivalent)	35,237.28 USD	36,999.04 USD
Salary Effective Date		24-Aug-2012
Comments		

Additional Information

Attachments
To help approvers understand the request, you can attach supporting documents, images, or links to this action.
None Add

Approvers

Details	Line No	Approver	Approver Type	Order No	Category	Status	Delete
Show	1	CMEM SSHR PW Drain Admin	Position Control Roles	1	Approver		
Show	2	CMEM SSHR PW Street Director	Position Control Roles	2	Approver		
Show	3	CMEM SSHR Compensation Analyst	Position Control Roles	3	Approver		
Show	4	CMEM SSHR Compensation Mgr	Position Control Roles	4	Approver		
Show	5	CMEM SSHR Director HR	Position Control Roles	5	Approver		
Show	6	CMEM SSHR Data Management	Position Control Roles	6	Approver		
Show	7	CMEM SSHR Benefits	Position Control Roles	7	For Your Information		

Add Adhoc Approver

5.4 – Change Position

1. Select responsibility **"CMEM Employee Self Service"**

2. Select menu option **"Change Position"**

E-Business Suite

Logout | Preferences | Help

Logged In As **CLEM.WRIGHT**

Navigator | **Favorites**

Edit Navigator | Edit Favorites

CMEM Employee Self Service
CMEM Manager Self Service

CMEM Manager Self Service
- Personal Information
- My Employee Information
- Workflow Notifications
- Employee Competency Profile
- Transfer
- Change Manager
- Change Pay
- Change Position
- Change Location
- Special Information Type

Training
- Learner Home
- External Learning

You have not selected any favorites. Please use the "Edit Favorites" button to set up your favorites.

Logout | Preferences | Help

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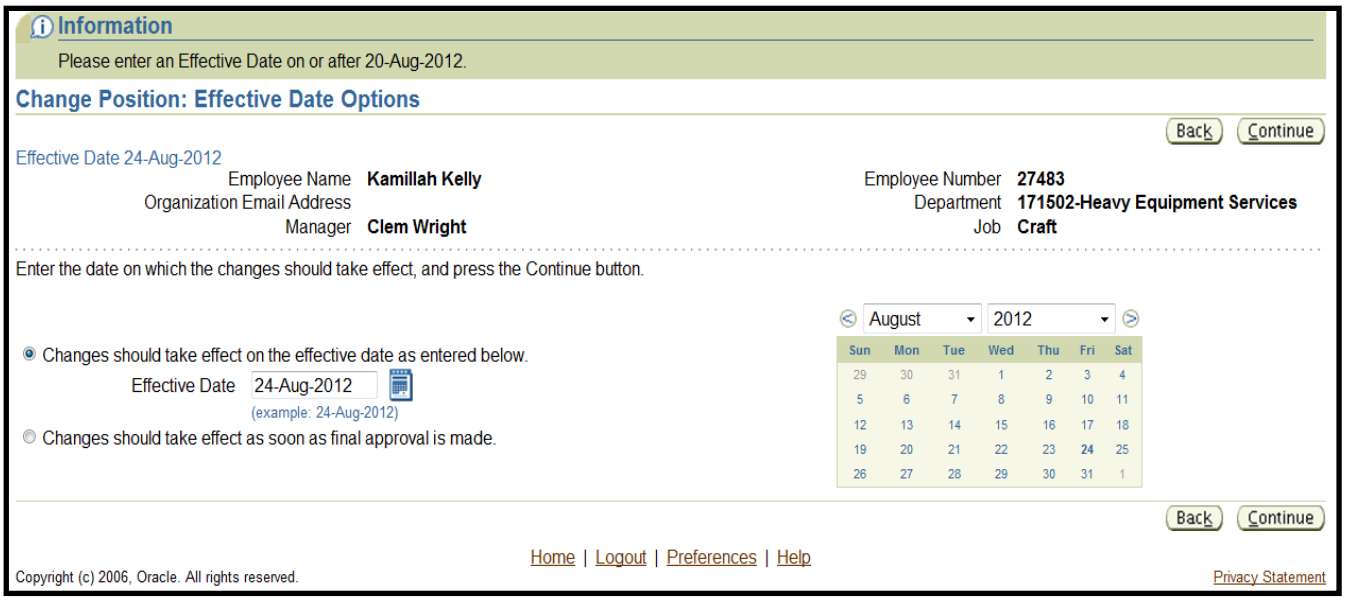
Privacy Statement

3. Select an Employee from the Hierarchy or Search for Employee

4. Click the icon in the **"Action"** column

5. Enter an Effective Date

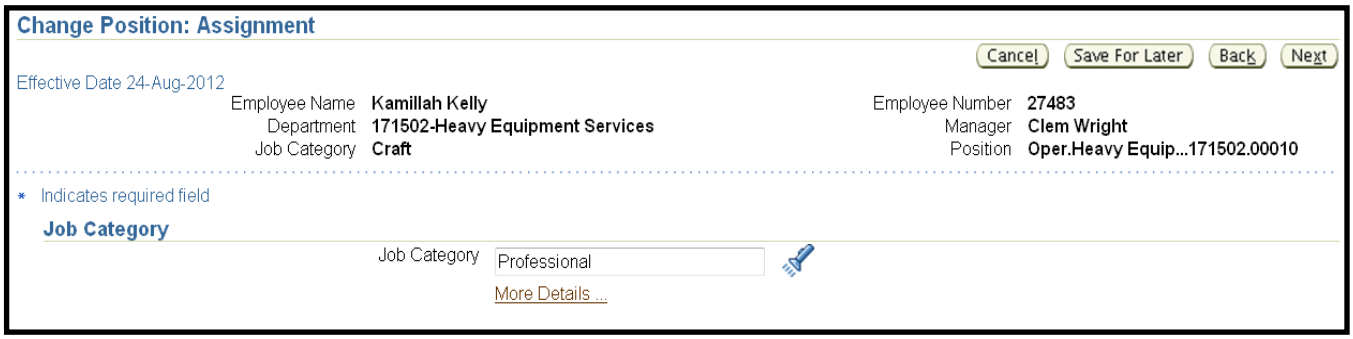
6. Click **"Continue"**



7. Enter new Job Title **"Executive"** or enter **"percent sign %"** to activate the search engine

8. Enter a new Position from the list of values

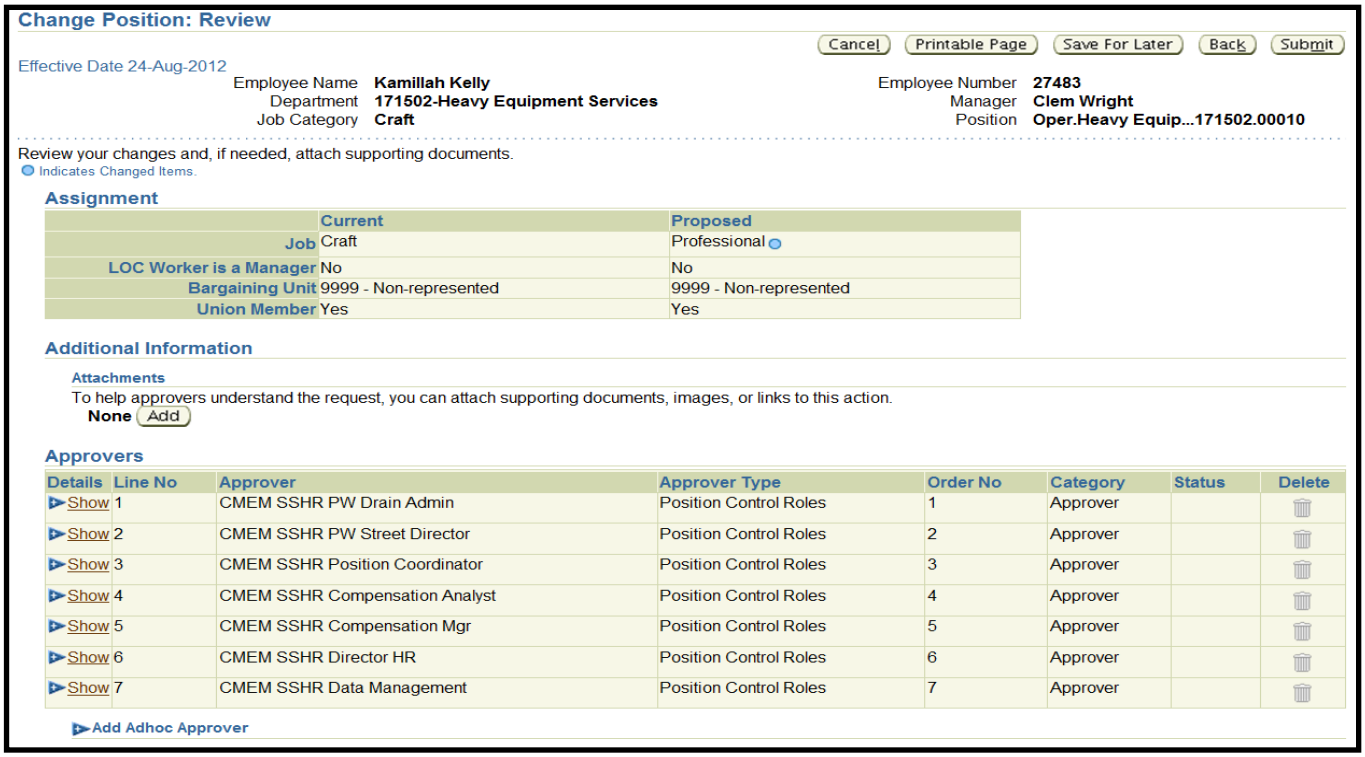
9. Click **"Next"**



10. Click **"Submit"** **(*****CANCEL TRANSATION*****DO NOT CLICK SUBMIT******)**

Note: The **List of Approvers** is listed on this page; Change Pay actions cannot be completed until the list of approvers has approved action.

11. Click **"Home"**



Change Position: Review

Cancel | Printable Page | Save For Later | Back | Submit

Effective Date 24-Aug-2012

Employee Name **Kamillah Kelly** | Employee Number **27483**
Department **171502-Heavy Equipment Services** | Manager **Clem Wright**
Job Category **Craft** | Position **Oper.Heavy Equip...171502.00010**

Review your changes and, if needed, attach supporting documents.
Indicates Changed Items.

Assignment

	Current	Proposed
Job	Craft	Professional
LOC Worker is a Manager	No	No
Bargaining Unit	9999 - Non-represented	9999 - Non-represented
Union Member	Yes	Yes

Additional Information

Attachments
To help approvers understand the request, you can attach supporting documents, images, or links to this action.
None Add

Approvers

Details	Line No	Approver	Approver Type	Order No	Category	Status	Delete
Show	1	CMEM SSHR PW Drain Admin	Position Control Roles	1	Approver		
Show	2	CMEM SSHR PW Street Director	Position Control Roles	2	Approver		
Show	3	CMEM SSHR Position Coordinator	Position Control Roles	3	Approver		
Show	4	CMEM SSHR Compensation Analyst	Position Control Roles	4	Approver		
Show	5	CMEM SSHR Compensation Mgr	Position Control Roles	5	Approver		
Show	6	CMEM SSHR Director HR	Position Control Roles	6	Approver		
Show	7	CMEM SSHR Data Management	Position Control Roles	7	Approver		

Add Adhoc Approver

5.5 - Change Location

1. Select responsibility **"CMEM Employee Self Service"**

2. Select menu option **"Change Location"**

E-Business Suite

Logout | Preferences | Help

Logged In As **CLEM.WRIGHT**

Navigator | **Favorites**

Edit Navigator | Edit Favorites

CMEM Employee Self Service
CMEM Manager Self Service

CMEM Manager Self Service
Personal Information
My Employee Information
Workflow Notifications
Employee Competency Profile
Transfer
Change Manager
Change Pay
Change Position
Change Location
Special Information Type

Training
Learner Home
External Learning

You have not selected any favorites. Please use the "Edit Favorites" button to set up your favorites.

Logout | Preferences | Help

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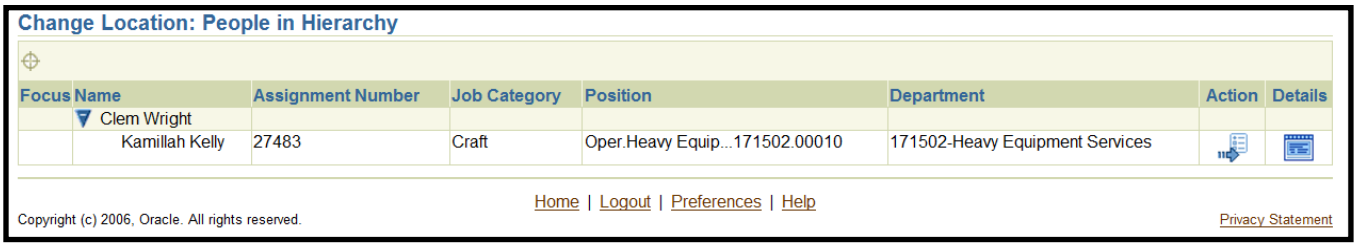
Privacy Statement

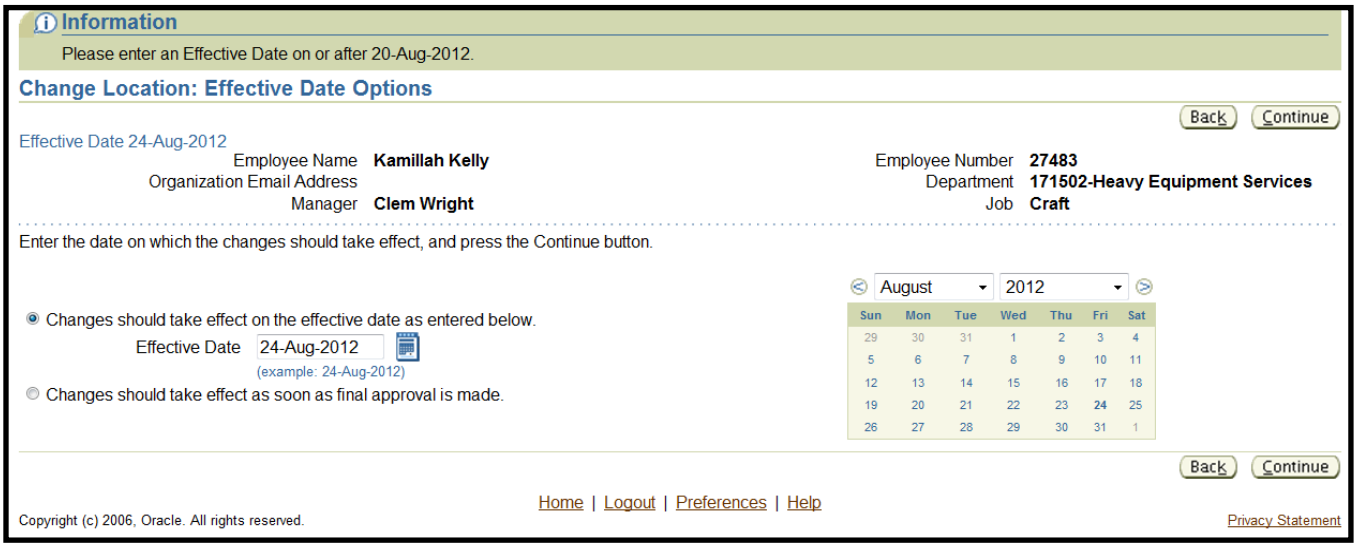
3. Select an Employee from the Hierarchy or Search for Employee

4. Click the icon in the **"Action"** column



5. Enter an Effective Date

6. Click **"Continue"**



7. Select a New Location from the **"List of Values"**

Note: To search for a value click on the **"flashlight"** to activate the search engine; enter **"percent sign (%)"** to search by wild card.

8. Click **"Next"**

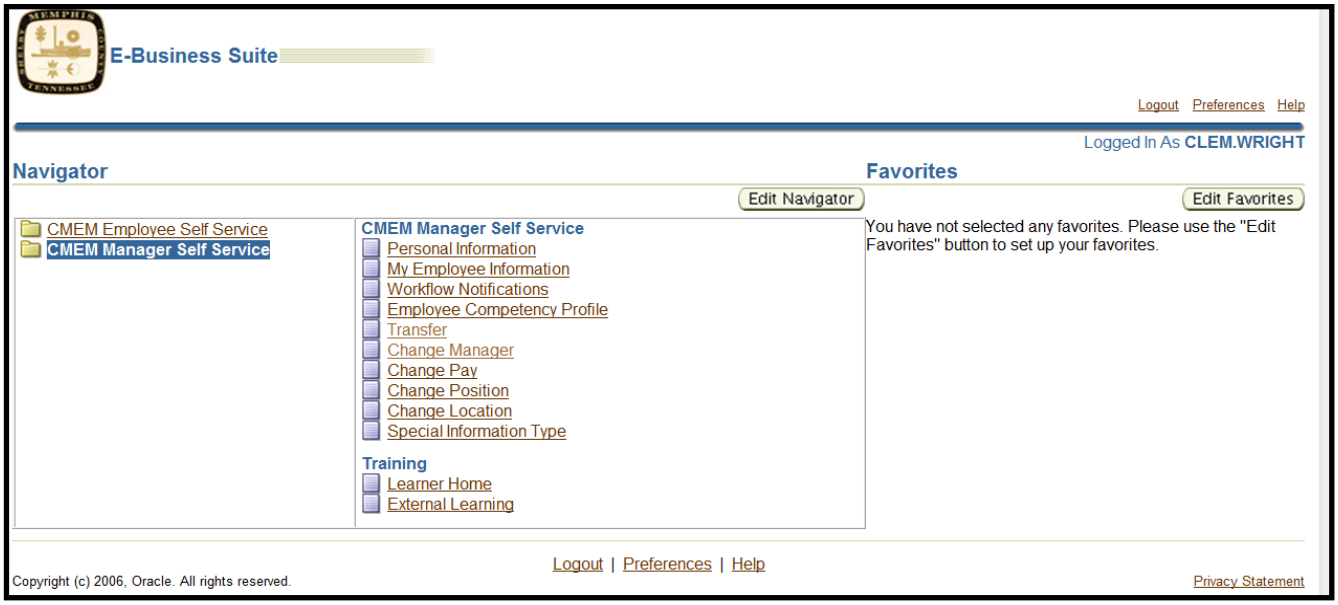
9. Click **"Submit"** **(*****CANCEL TRANSATION*****DO NOT CLICK SUBMIT******)**

10. Click **"Home"**

5.6 – Employee Competency Profile

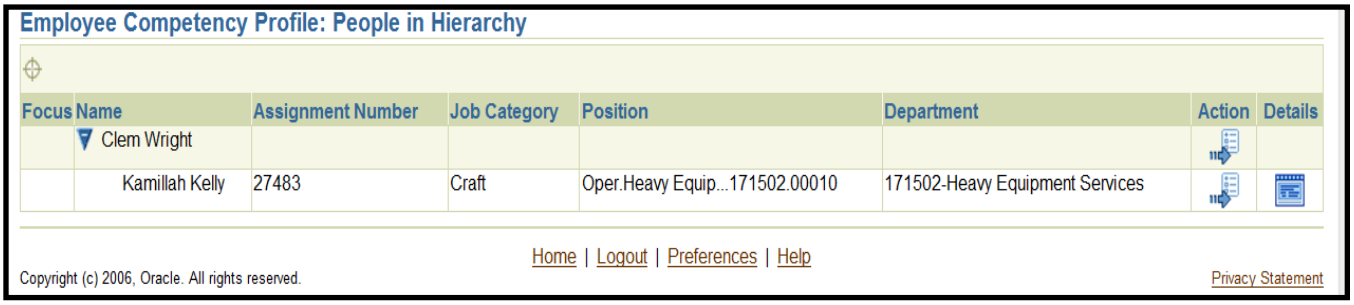
1. Select responsibility **"CMEM Employee Self Service"**

2. Select menu option **"Employee Competency Profile"**



3. Select an Employee from the Hierarchy or Search for Employee

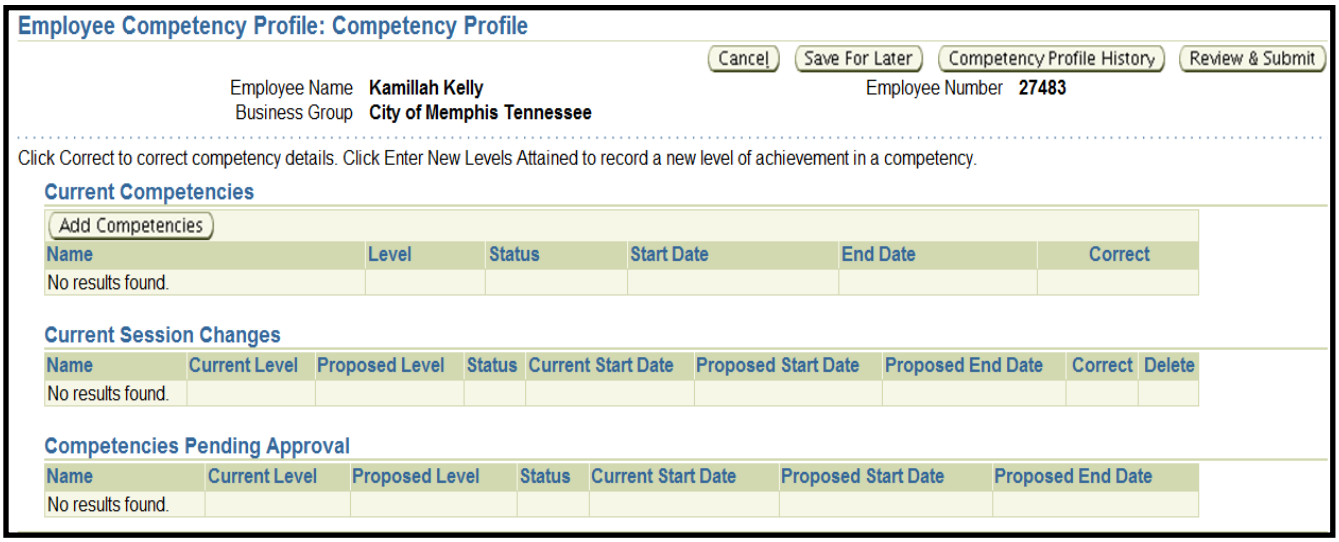
4. Click the icon in the **"Action"** column



5. Click **"Add Competencies"**

6. To search for a value click on the **"flashlight"** to activate the search engine; enter **"percent sign (%)"** to search by wild card.

Note: Managers as well as Employees have the ability to update Employees' Competency Profile

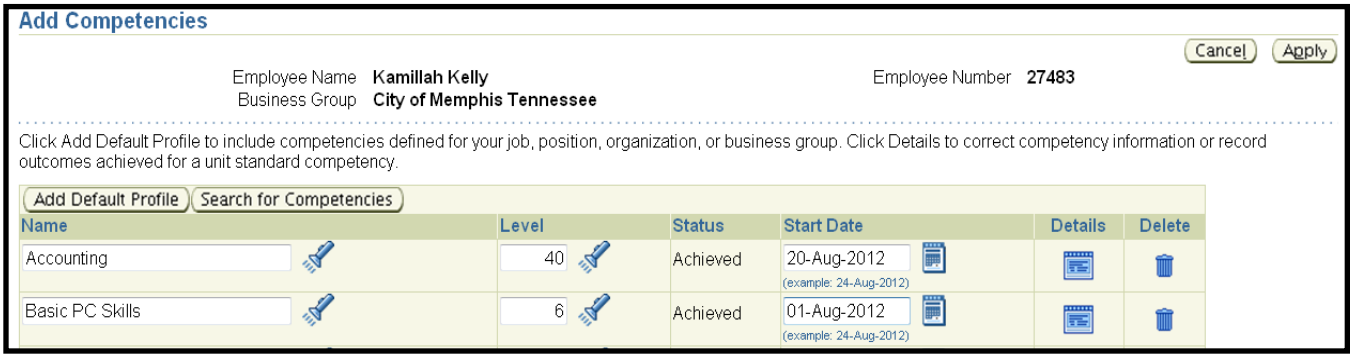


7. Select Name: **"Accounting & Basic PC Skills"**

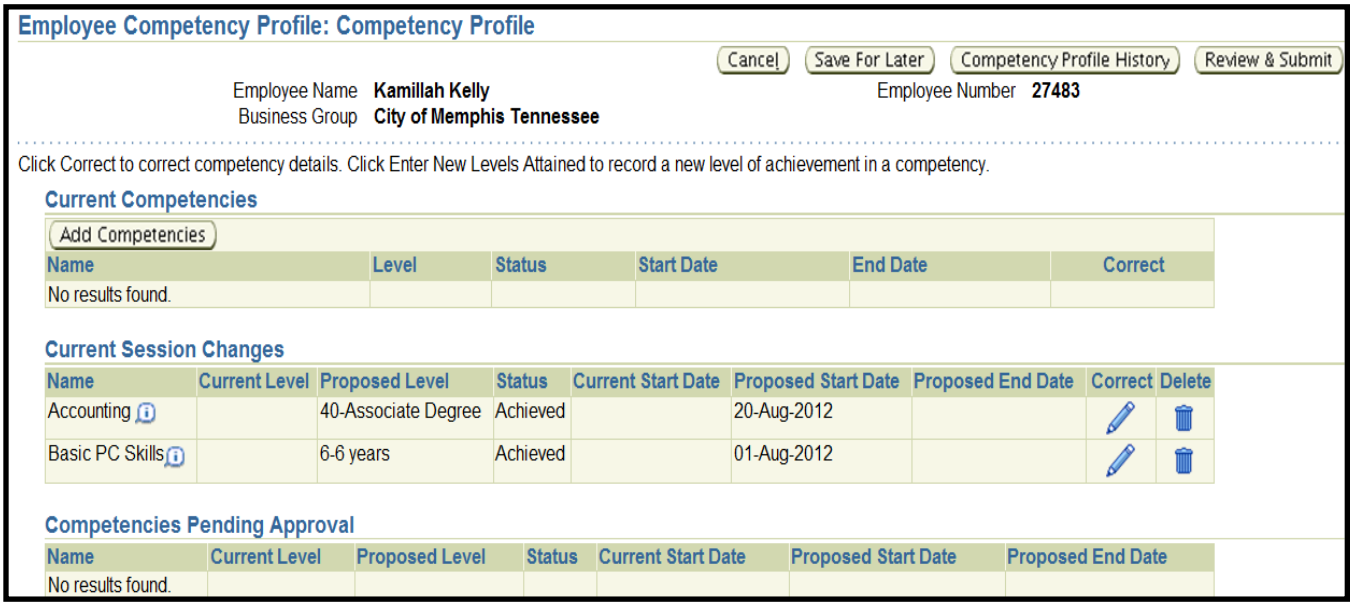
8. Select Level**: "40 & 6 Years"**

9. Enter **"Start Date"**

10. Click **"Apply"**



Note: Information listed in the Current session Changes section



11. Click **"Review and Submit"**

12. Click **"Submit"** **(*****CANCEL TRANSATION*****DO NOT CLICK SUBMIT******)**

Note: Changes are applied and Employee is CC'd

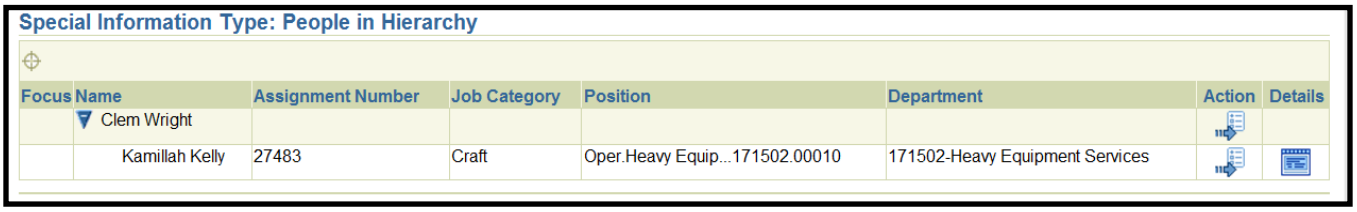
5.7 – View Special Information Type

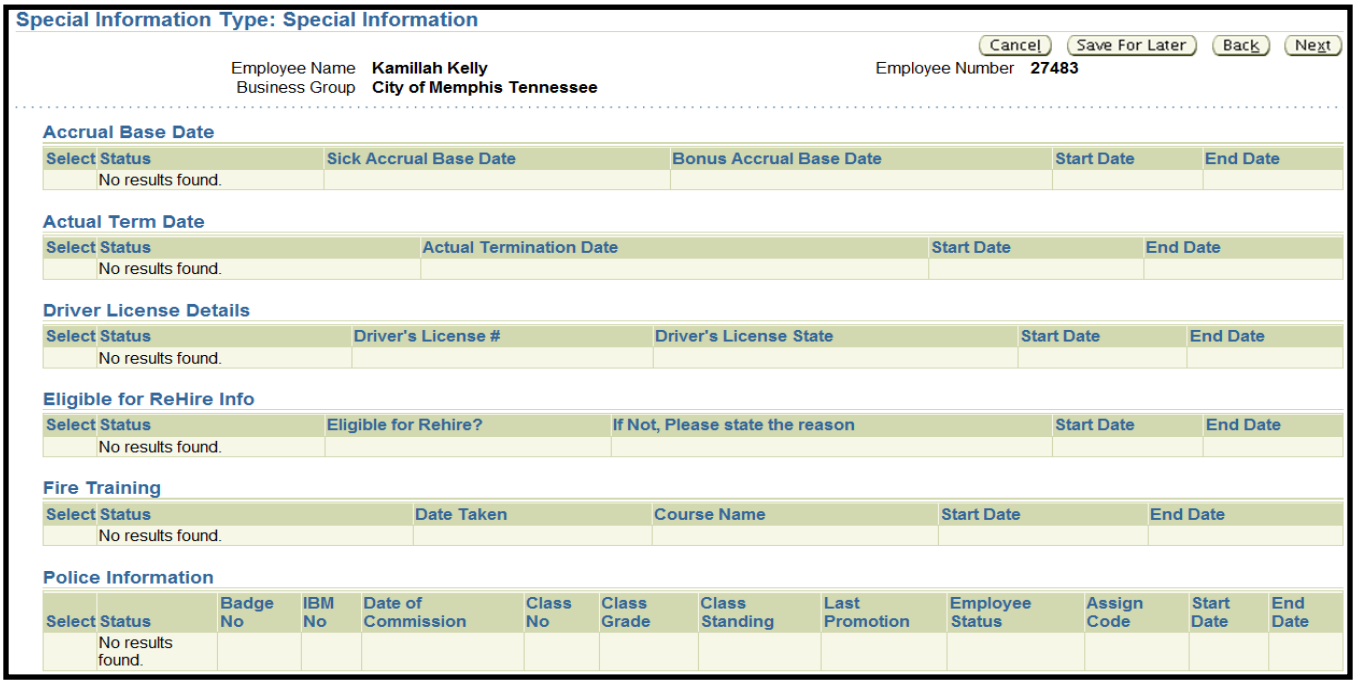
1. Select responsibility **"CMEM Employee Self Service"**

2. Select menu option **"Employee Competency Profile"**

3. Select an Employee from the Hierarchy or Search for Employee

4. Click the icon in the **"Action"** column





CMEM Manager Self-Service

Summary

1. _____

2. _____

3. _____

4. _____

5. _____

City Of Memphis

Oracle Self-Service Training

CMEM Managers' Worklist

Presented by CMEM Human Resources Division

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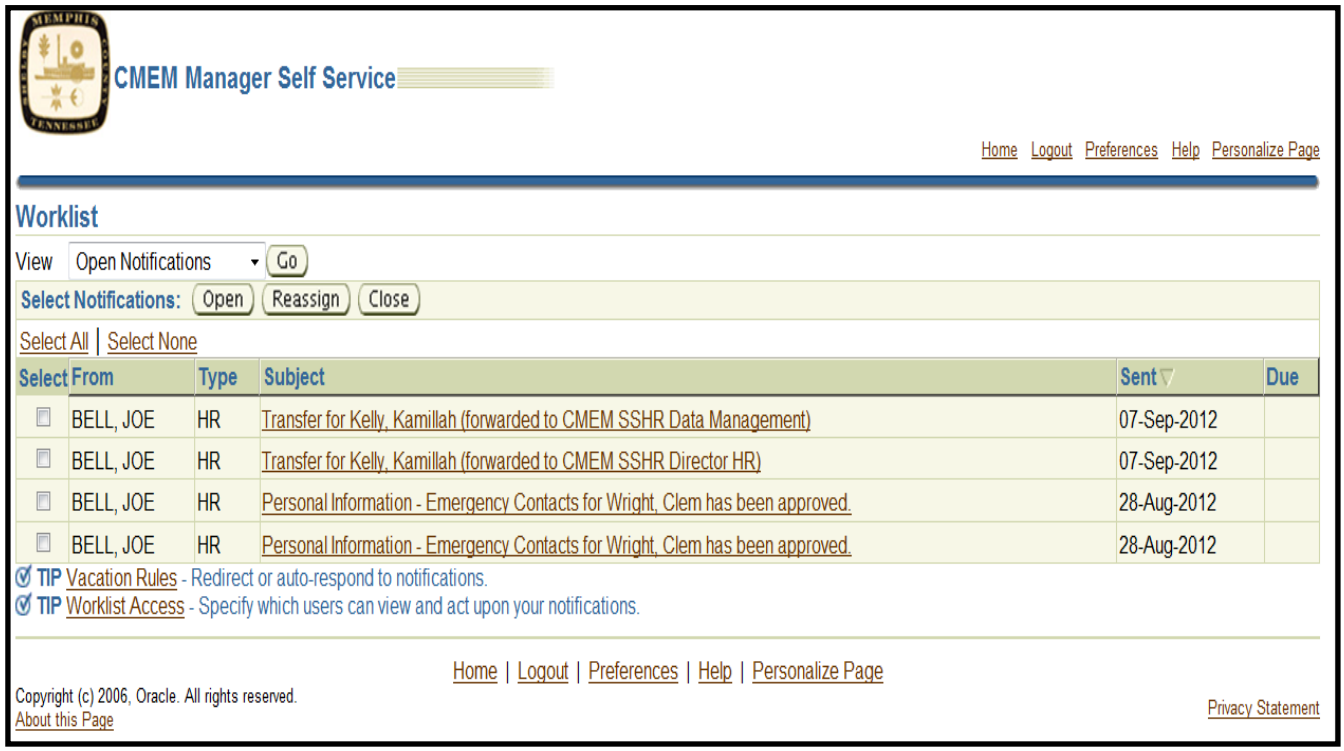
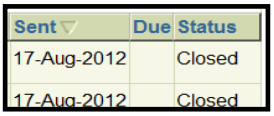
1.2 - Managers' Actions 74
1.3 - Work List Notification 74

HRSS1 - Worklist (Notifications)

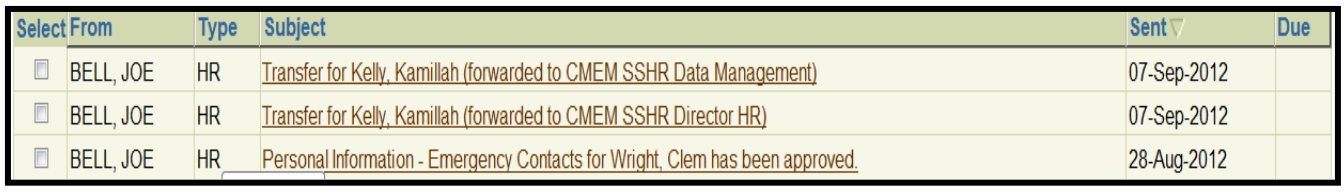
The Worklist displays any items requiring attention (i.e. approval, action, information).



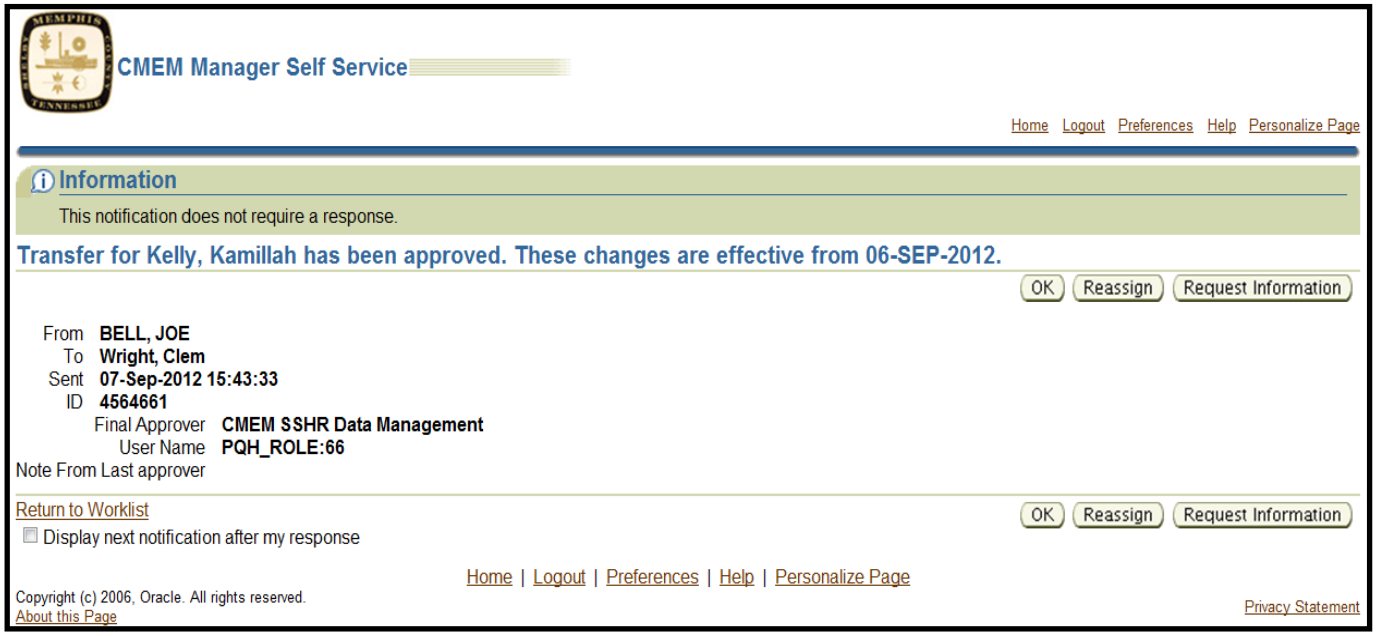
To alter the sort order of the Worklist, click on the title bar of the appropriate column. ➔



To access the notification details screen, click on the Subject link.



Click on the **"SUBJECT"** to display further information and specify/ filter the type of notification displayed.



Whenever you click on a notification, detailed information is presented for a specific action.

Approve/OK ➔ Use OK button to approve notifications

Reject ➔ Use Reject button to reject notifications (not displayed on this action).

Law No. 3 **Managers – If an action is rejected enter the reason**

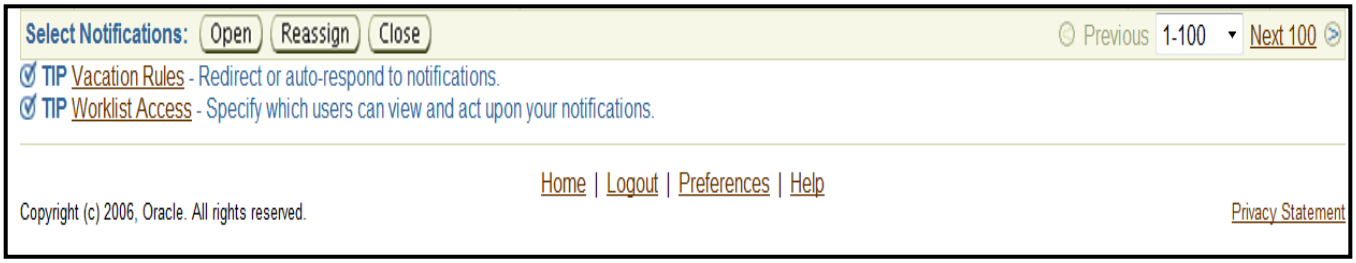
Reassign ➔ Use Reassign button to transfer or delegate a notification.

Request Information ➔ Use Request Information button to obtain additional information prior to actioning a notification.

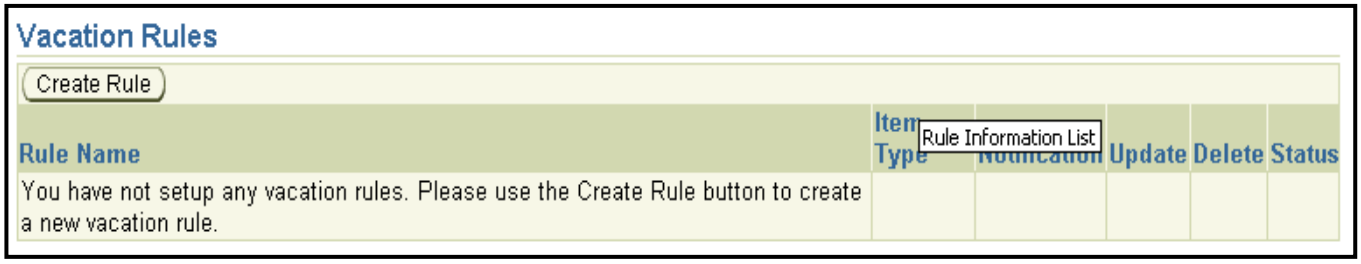
HRSS2 - Vacation Rules

You can redirect or auto-respond to notifications.

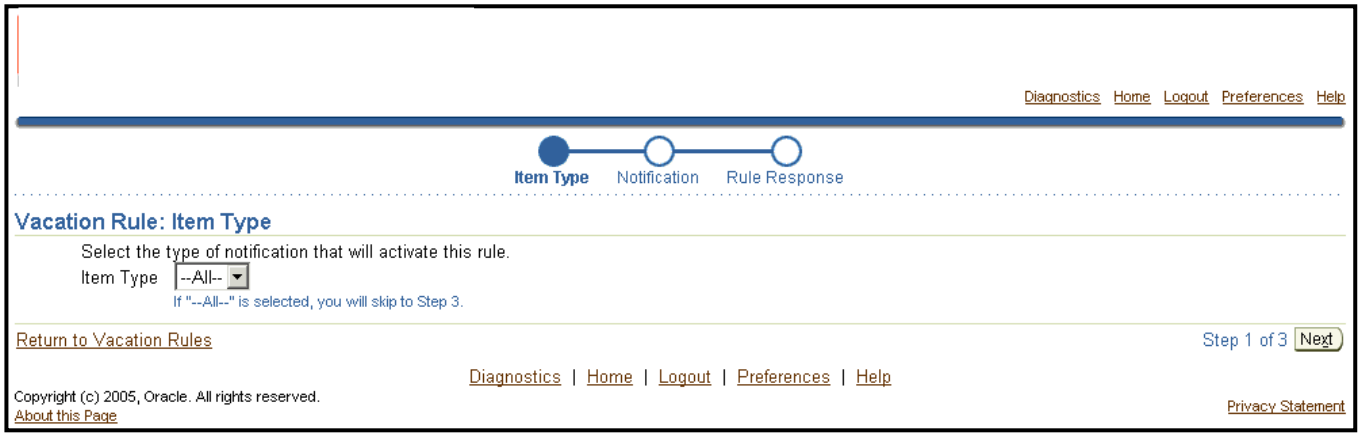
1. Click on **Vacation Rules** link.



2. Click on **Create Rule** button.

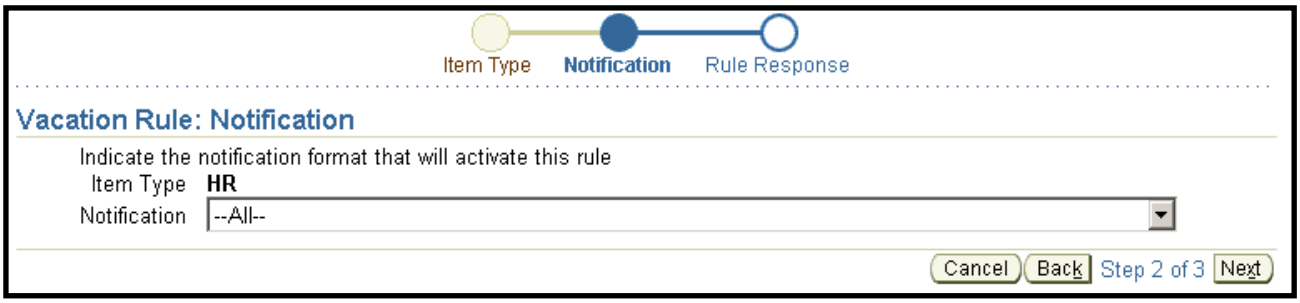


3. Select an **Item Type.**

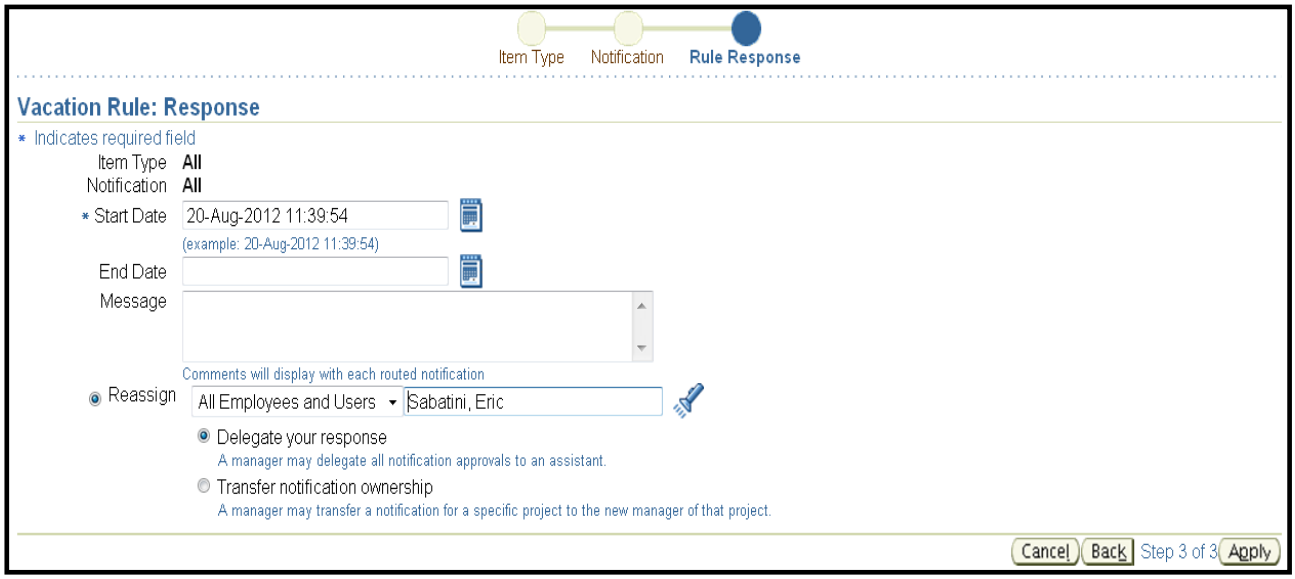


4. Click on **Next** button.

5. Select a **Notification.**



6. Click on **Next** button.



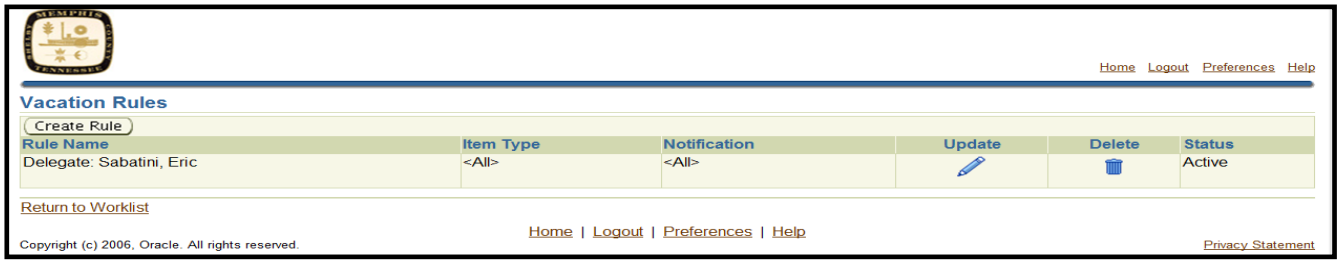
7. Select **Reassign**

   i. "**Delegate your response**" - Select this option if you want to give the new user authority to respond to the notification on your behalf, but you want to retain ownership of the notification yourself. For example, a manager might delegate all vacation scheduling approvals to an assistant.

   ii. "**Transfer notification ownership**" - Select this option if you want to give the new user complete ownership of and responsibility for the notification. For example, use this option if you should not have received the notification and you want to send it to the correct recipient or to another recipient for resolution. A transfer may have the effect of changing the approval hierarchy for the notification. For example, a manager might transfer a notification about a certain project to another manager who now owns that project.

8. Click on "**Apply"** button

9. Click **"Home"**

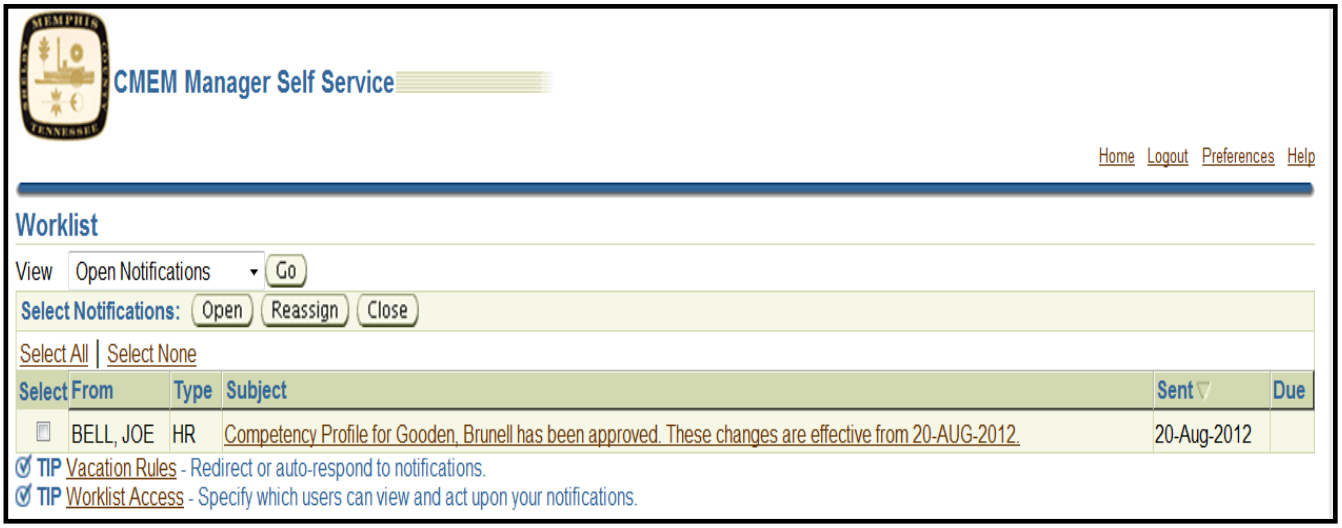


HRSS3 - Worklist Access

The Advanced Worklist also lets you grant access to your worklist to another user. That user can then act as your proxy to handle the notifications in your list on your behalf. You can either grant a user access for a specific period or allow the user's access to continue indefinitely.

To Grant Access to Your Worklist:

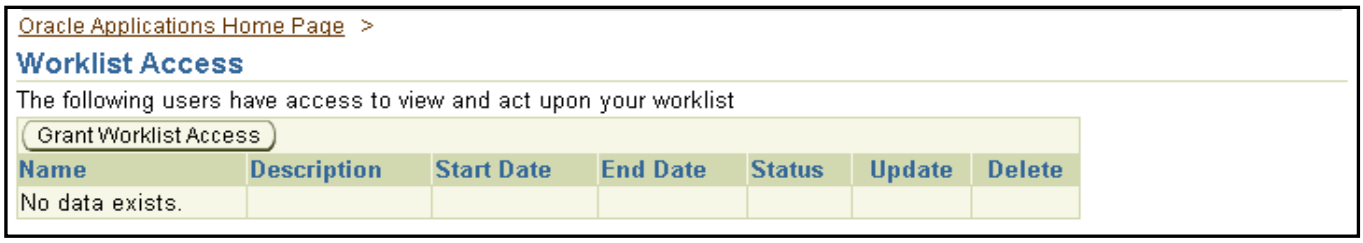
1. Navigate to the Worklist Access page by navigating to your worklist and selecting the **Worklist Access** link.



The start and end dates for each user determine the access period when the user can view and act on your worklist. The user's active or inactive status depends on whether the current date is within the access period.

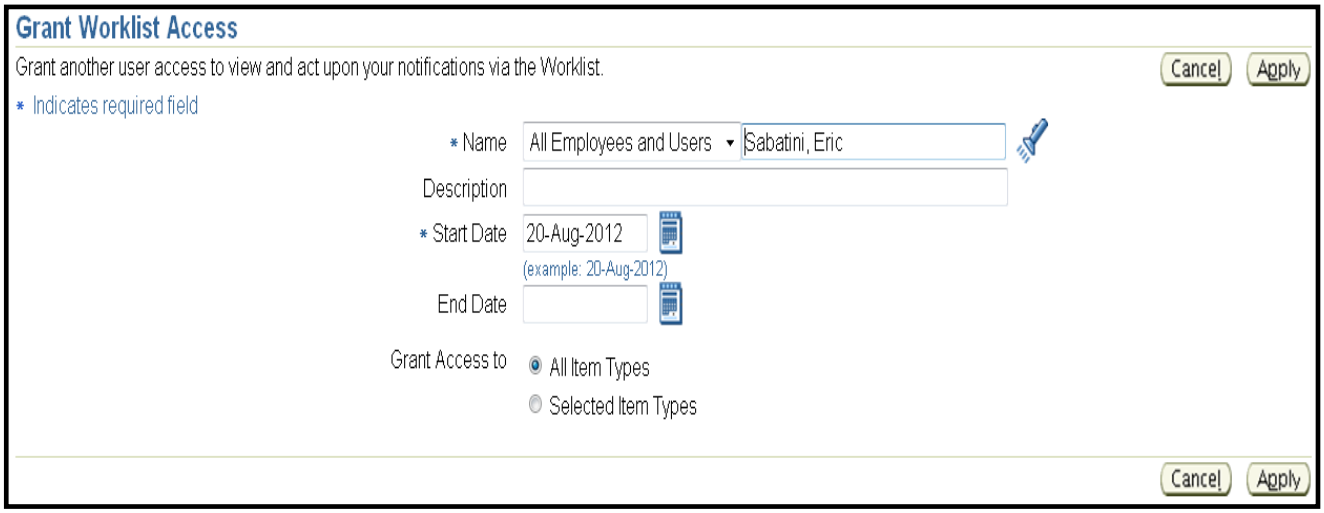
Note: If a user has an e-mail address defined in Oracle Applications, you can select the link in the User Name column to send e-mail to that user.

2. To grant access to another user, choose the Grant Worklist Access button.

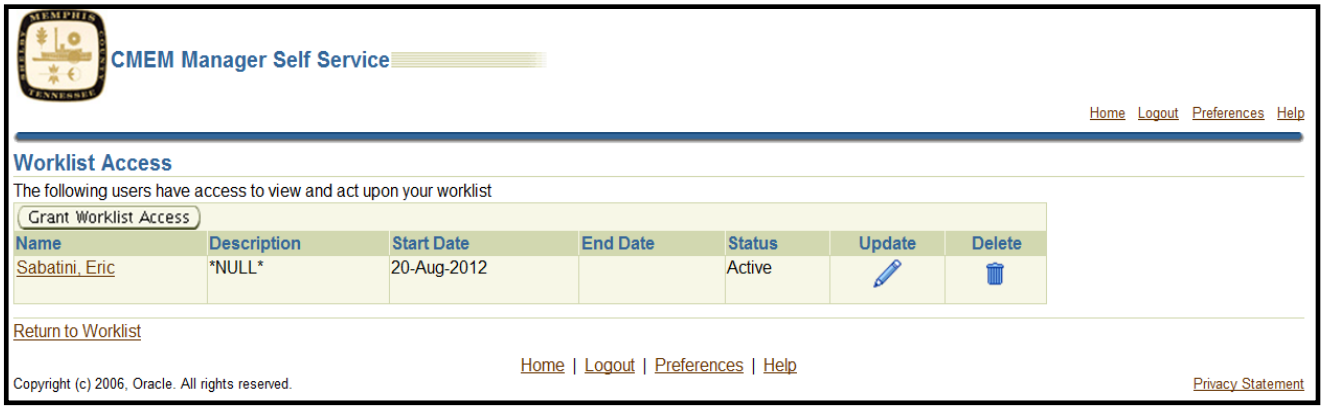


- Select the user you want, and enter an optional description.
- Specify the start date when the user can begin accessing your worklist. You can optionally also specify an end date after which the user will no longer have access, or leave the end date blank to grant access indefinitely.

3. To update the start and end dates of a user's access period, select the Update icon for that user and enter your changes.



4. To delete a user from the list, select the Delete icon for that user. The user will no longer have access to your worklist, even if the user's access status was previously Active.



Note: When you delete a user, the record of the user's access no longer appears in your Worklist Access page. If you want to keep this record for reference, you can simply set the end date to end the user's access, rather than deleting the user.

CMEM Self-Service Manager Approvals

Summary

1. _____

2. _____

3. _____

4. _____

5. _____

EXER1 – Employee HRSS Training Exercise

1.1 - Employees' Personal Information

a. Update Employee Marital Status

b. Update Home Phone Number, and add a Mobile, Fax and Work Numbers

c. Update Main Address

d. Add Emergency Contact

e. View Payslip, and update W-4 to "exempt status"

1.2 - Competencies and Education Qualifications

a. Add two (2) Employees' Competencies – Basic PC Skills & job related skillset

b. Add Qualification – Bachelor or Master Degree, which every apply

Exercise Notes:

EXER2 – Manager HRSS Training Exercise

1.1 - My Employee Information

a. Verify your subordinates (Note any updates or changes at the space provided below

1.2 - Managers' Actions

a. Transfer an Employee

b. Change Manager, and update suborniate direct reports, if applicable

c. Update and approve Employees' Profile – add two (2) job related profiles for your designed employee

1.3 - Work List Notification

a. View and approve pending worklist actions, if applicable

b. Delegate authority to your actual delegated user

Exercise Notes: